

# TABLE OF CONTENTS

Table of Contents.....	i
College Board Members .....	iii
Virginia Community College System Organizational Chart .....	iv
College Board Meeting Schedule .....	v
College Vision and Mission Statements .....	vi
College Goals .....	vi
<b>1.0 COMMUNITY COLLEGE BOARD .....</b>	<b>1</b>
1.1 General Statement.....	1
1.2 Local Community College Board .....	1
1.2.1 Local Board Meetings.....	1
1.2.2 Minutes of Meetings.....	1
1.3 Appointment of Local College Board .....	1
1.4 Reappointments and Vacancies .....	2
1.5 Reallocation of College Board Membership.....	3
1.6 Distribution of Representation.....	3
1.7 Duties and Responsibilities .....	3
1.8 Contact with the State Board for Community Colleges.....	6
<b>2.0 DANVILLE COMMUNITY COLLEGE BOARD .....</b>	<b>6</b>
2.1 Composition of the Board.....	6
2.2 Compensation of Board Members.....	6
2.3 Officers of the Board.....	7
2.4 Meetings of the Board .....	7
<b>3.0 PRESIDENT .....</b>	<b>8</b>
3.1 Responsibility of the President of the College .....	8

<b>4.0 GENERAL POLICIES .....</b>	<b>10</b>
4.1 Reaffirmation of all Motions/Decisions of Predecessors.....	10
4.2 Affirmative Action/Equal Opportunity College.....	10
4.3 Intellectual Property Policy .....	10
<b>5.0 CURRICULAR-RELATED POLICIES.....</b>	<b>11</b>
5.1 Instructional Programs.....	11
5.2 Local Curriculum Advisory Committees .....	11
<b>6.0 FISCAL POLICIES .....</b>	<b>11</b>
6.1 Fiscal Year.....	11
6.2 Formula for Fiscal Support of the College by the Local Jurisdictions .....	12
6.3 Local Community College Funds.....	12
6.3.1 Local College Funds .....	14
6.4 Tuition and Fees .....	14
<b>7.0 PERSONNEL MANAGEMENT.....</b>	<b>15</b>
7.1 Classified Personnel .....	15
7.2 Faculty .....	15
7.3 Part-Time Employees.....	15
7.4 Contractual .....	15
<b>Appendices</b>	
<b>Appendix 1: DCC Service Region.....</b>	<b>16</b>
<b>Appendix 2: Table 2A-1: Categories for Community         College Board Membership .....</b>	<b>17</b>
<b>Appendix 3: Achieve 2015.....</b>	<b>18</b>
<b>Appendix 4: Vision for the Future of DCC's Service Region .....</b>	<b>19</b>
<b>Appendix 5: Working Calendar for Planning .....</b>	<b>20</b>
<b>Appendix 6: Approval Procedures for New Curricula and         Programs .....</b>	<b>22</b>
<b>Appendix 7: General Education Goals and Student Learning         Outcomes .....</b>	<b>25</b>
<b>Appendix 8: Naming of College Facilities and Properties .....</b>	<b>28</b>
<b>Appendix 9: DCC Facts .....</b>	<b>29</b>

# **DCC BOARD MEMBERSHIP**

## **CITY OF DANVILLE**

Ms. Sheila Baynes  
July 1, 2017 - June 30, 2021

Dr. Frank Grogan  
July 1, 2016 - June 30, 2020\*

Mr. Telly Tucker  
July 1, 2015 – June 30, 2019

## **PITTSYLVANIA COUNTY**

Mr. Christopher Eastwood\*  
July 1, 2015- June 30, 2019

Ms. Lisette Jordan  
July 1, 2016 - June 30, 2020

Mr. John Mead  
July 1, 2015 – June 30, 2019

## **HALIFAX COUNTY**

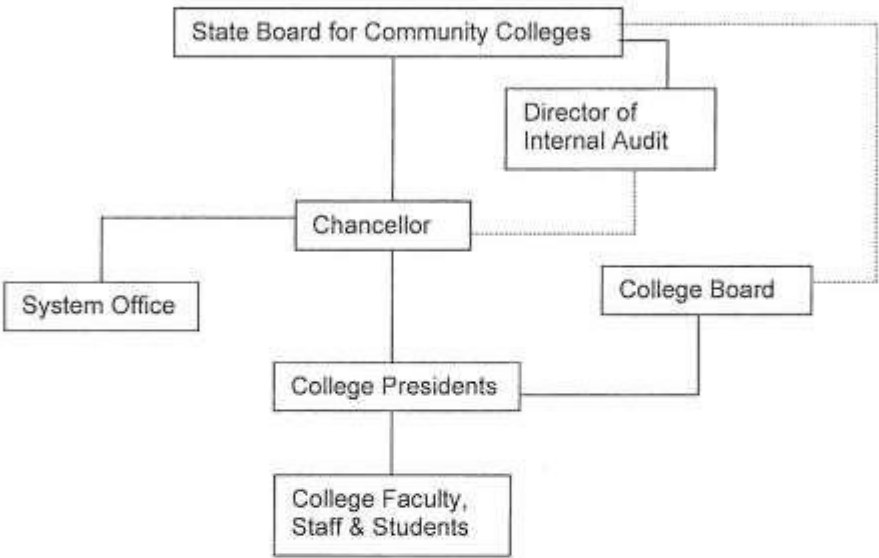
Mr. Carlyle Wimbish  
July 1, 2017 – June 30, 2021

Mr. Richard Hutcherson  
July 1, 2015 - June 30, 2019\*

Mr. Matt Leonard  
July 1, 2014 – June 30, 2018

*\*Second Term*

ORGANIZATION CHART  
VIRGINIA COMMUNITY COLLEGE SYSTEM



# COLLEGE BOARD MEETING SCHEDULE

**2017-2018**

September 2003 the Board approved a revised meeting schedule to include four meetings per year: the third Monday of March, June, September, and November with the possibility of scheduling on an as-needed basis another meeting (may be conference call).

September 18, 2017

November 20, 2017

March 19, 2018

May 12, 2018 (*Graduation*)

June 18, 2018

## VISION STATEMENT

Danville Community College will be the college of choice in our region for exemplary educational programs and services.

## MISSION STATEMENT

Danville Community College is committed to providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development.

## COLLEGE GOALS

The seven goals of the College are:

1. **Educational Programs:** The College will provide quality credit and non-credit educational programs and instruction.
2. **Faculty and Staff:** The College will have an excellent and diverse faculty and staff.
3. **Academic and Student Services:** The College will provide quality services to assist students in achieving their academic and personal goals.
4. **Educational Environment:** The College will have facilities, equipment, and technology that enhance an effective learning environment.
5. **Outreach Programs:** The College will have a comprehensive outreach program.
6. **Community Relations:** The College will foster effective partnerships.
7. **Resources:** The College will obtain and use resources to achieve its mission and goals.

## 1.0 Community College Board

(The following topics related to the College Board are taken from the *Virginia Community College System Policy Manual*.)

### 1.1 General Statement

The community college board shall act in an advisory capacity to the State Board for Community Colleges and shall perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board. The community college board shall be known as the Danville Community College Board and may be called the college board.

### 1.2 Local Community College Board

#### 1.2.1. Local Board Meetings

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.

#### 1.2.2 Minutes of Meetings

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.

### 1.3 Appointment of Local College Board

- a. A minimum of nine persons shall be appointed to the college board and shall include at least one person from each political subdivision sponsoring the college. Generally, the maximum number of persons on the college board shall not exceed fifteen person.

- 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 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.
- d. All appointments shall be for a period of four years and shall become effective on July 1 of the appropriate year (even though the first meeting of the college board is held in a month other than July). 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 terms.
- e. 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.

## **1.4 Reappointments and Vacancies**

- a. When the term of office of a college board member expires, the appropriate local political subdivision shall either reappoint the member or appoint a new member. If the member whose term



of office has expired is eligible for reappointment, that member shall continue in office until reappointed or a successor named. A member who is not eligible for reappointment shall discontinue service on the college board at the expiration of the term.

- b. Whenever a vacancy occurs on the college board, the appropriate political subdivision shall appoint a person to fill the unexpired term of the member creating the vacancy.

## **1.5 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 hoc committee to determine the number of members on the community college board and the allocation of these members among the local political subdivision(s) sponsoring the college.

## **1.6 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 Table 2A-1 (*see Appendix 2*) to assist and guide the College Board Chair and local government jurisdictions in this selection and appointment process. The President and College Board Chair should work closely with the local jurisdictions in order to maintain a membership distribution representative of the college service area.

## **1.7 Duties and Responsibilities**

A college board shall perform such duties with respect to the operation of a community college and 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 member include:

- 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 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. *See Appendix 8 for DCC policy for Naming Facilities.*

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.

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

Individuals are not eligible for this award if 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 or service of at least one month is a prerequisite for eligibility.

- 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 of 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. (See page v for the current DCC mission statement.)

- 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 service 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 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 for Community Colleges 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 those reports of audit.
- o. The college board shall be informed of personnel matters by the college president.

## **1.8 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 of its request no later than fifteen (15) days prior to the next regularly scheduled meeting of the State Board so that this matter may be put on the agenda.

## **2.0. Danville Community College Board**

### **2.1 Composition of the Board**

The board shall consist of nine (9) members. The City of Danville, Pittsylvania County, and Halifax County shall have three (3) representatives each. The members are appointed by the governing bodies of the areas they represent.

### **2.2 Compensation of Board Members**

- a. Members of the college board shall receive no salaries.
- b. Members of the board will be reimbursed at the allowable rate set by the Commonwealth for official travel to and from meetings and other official functions required by the board. Travel outside the area served by Danville 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 the 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 in the local M & O budget when available. When local funds are not available, reimbursement may be made from the State M & O budget.

### **2.3 Officers of the Board**

- a. The elected officers of the board shall be a chairman and a vice chairman.
- b. The elected officers of the board shall be elected annually at the regular meeting of the board in June. The term of office shall be for one year. Incumbent officers shall be eligible for re-election.
- c. The college president shall serve as secretary to the board.
- d. Officers of the board may be removed from office by a vote of two-thirds of the total membership of the board.

### **2.4 Meetings of the Board**

- a. Regular meetings of the board shall be held at 5:30 p.m. on the third Monday of March, June, September, and November with the possibility of scheduling on an as-needed basis another meeting (may be conference call). The location of the meeting may be rotated between the Board Room (Wyatt 208) and facilities in the service region.
- b. Special meetings of the board shall be held at the call of the chairman or upon petition of a simple majority of the members of the board.

- c. A simple majority of the members of the board shall constitute a quorum for all purposes, except as otherwise specified herein.
- d. 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.
- e. The president, as secretary to the board, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the board. The typed minutes of each meeting shall be considered, corrected if necessary, and approved at the next regular meeting. The minutes shall be signed by the secretary to the College Board who is the College President.

### **3.0 PRESIDENT** *(from VCCS Policy Manual)*

#### **3.1 Responsibilities of the President of the College**

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
  - j. supporting the work of the Virginia Community College System by actively participating in events and initiatives as requested by the Chancellor.

## 4.0 GENERAL POLICIES

### 4.1 Reaffirmation of All Motions and Decisions of Predecessors

The board reaffirms all motions and decisions previously made, said motions and decisions to remain in effect until rescinded.

### 4.2 Affirmative Action/Equal Opportunity College

The college does not illegally discriminate on the basis of race, color, religion, national origin, political affiliation, sex, age, or handicap, in violation of Section 504 of the Rehabilitation Act of 1973, as well as the American Disabilities Act, or other non-merit factors and complies with the Civil Rights Act of 1964.

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.

### 4.3 Intellectual Property Policy

Danville Community College adheres to the policies of the Virginia Community College System (VCCS) relative to intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of the VCCS. The policy is found in the *VCCS Policy Manual*, Section 12, Intellectual Property, (<http://www.boarddocs.com/va/vccs/Board.nsf/Public#>), and a printed copy is available in administrative offices, division offices, the office of the Director of Student Development and Enrollment management, and the Whittington W. Clement Learning Resources Center.

The Vice President of Academic and Student Services and the Vice President of Financial and Administrative Services are the two individuals who are responsible for administering the intellectual property policies for Danville Community College. Any questions or issues arising in the academic and student support services program area are the responsibility of the Vice President of



Academic and Student Services. Questions in any other area of the college (e.g., Information Technology) fall under the Vice President of Financial and Administrative Services and are addressed by that officer. Should a faculty member, staff member or student question the decision of either one of these administrative officers, a campus committee, comprised of the two vice presidents and a faculty member selected by the Faculty Steering Committee, will hear the question concerning the administration of the intellectual property policy. Should there be an appeal beyond the three-member committee, the college President will refer the issue to the Attorney General's office, specifically the Assistant Attorney General who advises the Virginia Community College System.

## **5.0 CURRICULAR-RELATED POLICIES**

### **5.1 Instructional Programs**

- A. All proposed instructional programs shall be reviewed and approved by the board for recommendation to the State Board for Community Colleges. (See Attachment 1—Approval Procedures for New Curricula and Programs.)
- B. Approval of courses and course content, within an approved instructional program, is delegated to the president.

### **5.2 Local Curriculum Advisory Committees**

Local advisory committees must be consulted for the establishment and review of all career/technical degree and stand-alone certificate programs. These committees shall be appointed by the community college president with the approval of the local college board.

## **6.0 FISCAL POLICIES**

### **6.1 Fiscal Year**

The college operates as a state agency on the fiscal year beginning July 1 and ending June 30.

## **6.2 Formula for Fiscal Support of the College by the Local Jurisdictions**

The college support comes from the city of Danville and the counties of Halifax and Pittsylvania. A formula is used to establish local fund support annually. The formula utilizes the student headcount from each jurisdiction for the preceding fall semester to determine the dollar allocation.

This is done each November at the time the local college board budget is prepared. This budget is then reviewed and approved by the local college board in December and is sent by the College Board Chair to the jurisdictions in January. This provides the request to the jurisdictions as they prepare budgets in February and March each year. Statements for the budget request are mailed to the jurisdictions in early July at the beginning of the fiscal year.

## **6.3 Local Community College Funds *(from 4.2.2, VCCS Policy Manual)***

- a. Local funds may be established by the colleges and the System Office of the VCCS. These funds shall derive their revenue from enterprise activities, contributions of local political subdivisions, contributions of educational foundations, other direct contributions to the community college or the System Office, and from interest earned on the investment of these funds. Expenditures of the funds may be made for the benefit of the college's operation, development and construction of facilities. The State Board may establish for the Chancellor and the College Board may establish for its President a discretionary local funds account to support the activities and obligations of those respective offices. Local funds are public funds and subject to all laws, rules, and policies appropriate to public funds including the requirement that public funds of more than \$500 per year may not be disbursed or transferred to college foundations for any purpose with the exception of the annual college donations to the Virginia Foundation for Community College Education to support the Chancellor's discretionary fund. For instance, procurement of goods or services with local funds, including contributions from supporting foundations, must follow State procurement rules. Likewise, capital outlay projects funded with local funds are not exempt thereby from the State and State Board approvals.

- b. Management of the local funds shall be the responsibility of the local board and the college administration in the case of the colleges, and of the State Board and the System Office administration in the case of the System Office. All activities within the local funds, including discretionary funds accounts, shall be within the limits set through budgets prepared by the college administration and approved by the local board, or by the System Office administration and approved by the State Board in the case of the System Office local funds. Contributions by political sub-divisions shall be based on a formula agreed to by the local college board and the political sub-divisions. Local funds budget expenditures shall be reviewed at least annually by the respective board.
- c. Full financial reports and other reports as deemed necessary shall be prepared in accordance with the regulations promulgated by the Chancellor, and these reports and other such reports as required from time to time shall be submitted to the VCCS Comptroller's Office as requested. The VCCS Comptroller's Office shall combine these reports and make an annual report to the State Board and local boards. All activities of the local funds shall be subject to audit by the VCCS Internal Auditor and the Auditor of Public Accounts (State Auditor). The State Board reserves the right to approve or disapprove any local fund activity.
- d. Fund accounting principles shall be applied to set forth results of operations and ensure contributions and revenues generated are administered in accordance with the conditions in which they were given or generated.
- e. Local bank accounts shall be established to transact the business of the local funds. These accounts shall be in the name of the college or the VCCS, and not the State Treasurer. Individual funds should be combined into single bank account to the greatest extent allowable given the college's requirements for convenience of deposit and other functions related to banking, with the exception of federal government financial aid and other grant funds which shall be deposited in accordance with federal regulations. Funds deposited in the local bank account(s) shall be in compliance with the requirements of the Virginia Security for Public Deposits Act, Chapter 23 of the Code of Virginia.
- f. Investment of idle local funds is encouraged. Amounts available for investment from various local funds may be pooled in order

to maximize investment return. Interest earned on pooled principle may be prorated, as earned, to the individual fund based on the relative ratio of individual funds contribution amount to the total pooled amount. Interest earned by the various funds may be transferred, as approved in the local funds budget, to other local funds for scholarships, general use, student activities, etc., so long as it benefits the operation of the colleges as defined by this Section.

Each college shall develop and implement an investment policy covering, as a minimum, the institutional objectives, authorized investments and credit quality, diversification, maturity limitations, divestiture, and safekeeping policies; and is encouraged to use as a guideline the policies set forth in the Local Government Investment Pool Investment Circular and any successor publication issued by the Commonwealth of Virginia Department of the Treasury. Investment vehicles are limited to those allowed under Chapter 18, Sections 2.1-327 and 2.1-328 of the Code of Virginia.

- g. Enterprise fund activities shall be self-supporting. Auxiliary enterprises shall be charged for services rendered by the Educational and General Programs.
- h. Student activities supported in whole or in part by local funds or student activity fees must be subject to the same controls as other local fund operations. Campus organizations recognized by the college which are not supported in whole or in part by local funds or student activity fees, but which collect and disburse funds on a continuing basis, shall be required to conduct those transactions within the local funds if the college administration deems it in the best interest of the college and/or the individuals of the organization.

### **6.3.1 Local College Funds**

Funds under the jurisdiction of the local college board include local funds and the bookstore fund.

## **6.4 Tuition and Fees**

Tuition for all community colleges is established by the State Board for Community Colleges. Other fees charged by the College, such as student activity fees, lab fees, or parking fees require review and

approval of the local College Board prior to submission to the State Board.

## **7.0 PERSONNEL MANAGEMENT**

### **7.1 Classified Personnel**

The College classified personnel shall be administered under the rules for administering the Virginia Personnel Act of 1942, as amended. The College President is responsible, as institution head, for approval of appointment and dismissal actions.

### **7.2 Faculty**

The College faculty personnel shall be administered under the auspices of the State Board for Community Colleges Professional Employee's Appointment Policies. The College President is responsible for approval of appointments, dismissals, and non-reappointments of non-tenured faculty personnel. The process for suspension and termination of tenured faculty is defined by the current tenure, condition of employment and appeal procedure policies adopted by the State Board for Community Colleges.

### **7.3 Part-Time Employees**

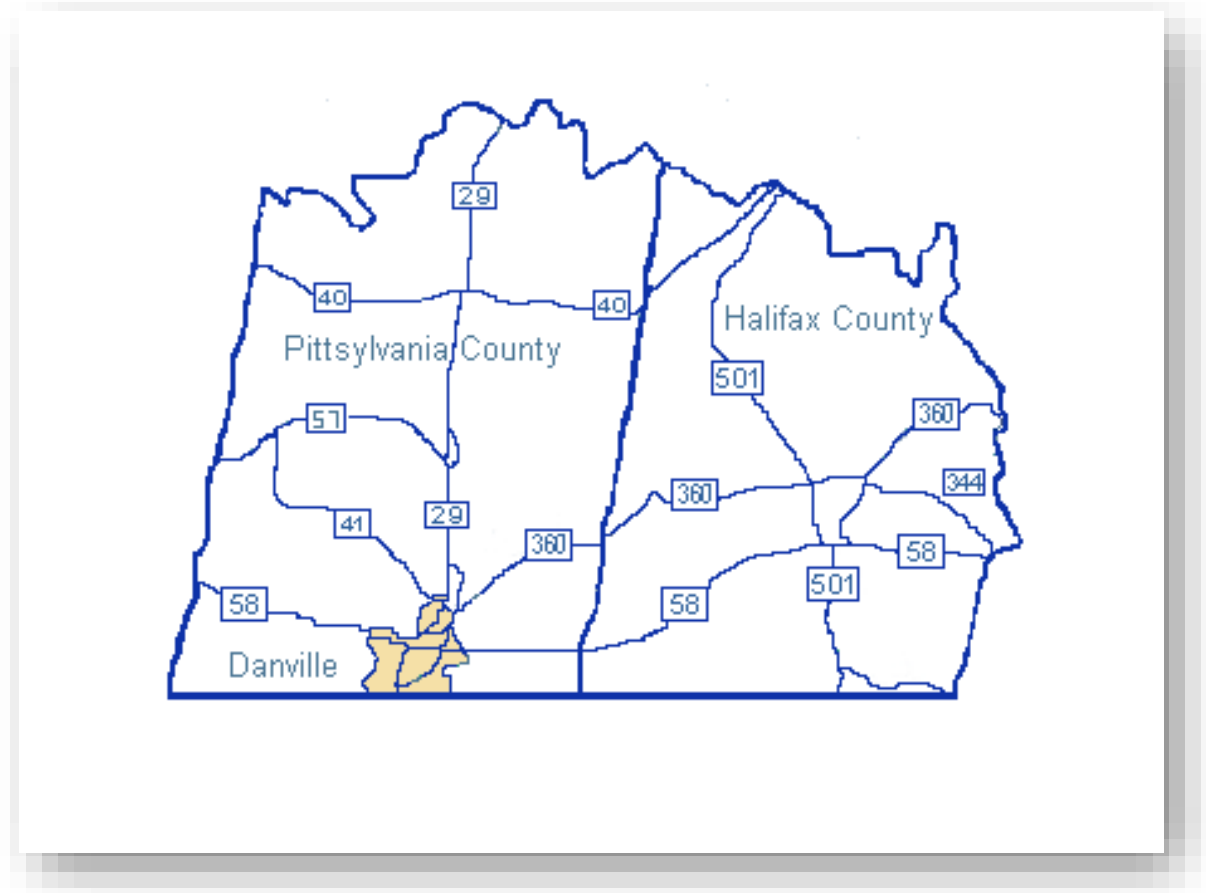
The College employs part-time employees in all areas of the College. Part-time faculty are employed to teach on a temporary basis and are called lecturers. They are paid on a semester hour rate for the number of hours they instruct. Part-time employees are used in classified positions where needed and paid on an hourly rate. Students are employed by the College both as College Work-Study Students (80 percent of funding provided by federal funds) and student employees (State funding). Part-time employees are not eligible for employee benefits afforded full-time employees.

### **7.4 Contractual**

The College may employ personnel on a contractual basis as determined appropriate by the College Board and subject to approval of the Virginia Community College System and other State agencies.

# APPENDIX 1

## DCC Service Region



*Population of Danville: 43,055*

*Population of Pittsylvania County: 63,506*

*Population of Halifax County: 36,241*

***Total Population of Service Region: 142,802***

## APPENDIX 2

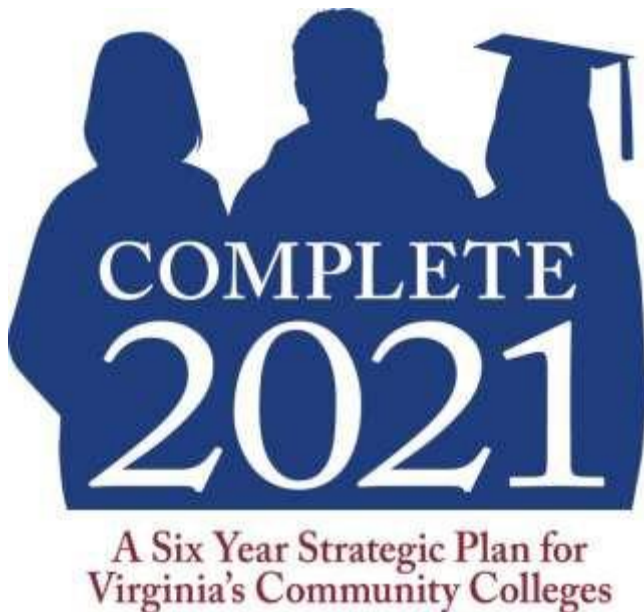
**Table 2A-1**

**CATEGORIES for COMMUNITY COLLEGE BOARD MEMBERSHIP**

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

<http://www.boarddocs.com/va/vccs/Board.nsf/Public#>

## APPENDIX 3



# Complete 2021

## **A Six Year Strategic Plan for Virginia's Community Colleges**

Virginia's community colleges serve an estimated 400,000 people across the state. The opportunities we provide include some of the most cutting-edge and highly-demanded training and education available.

But, simply accessing those opportunities is no longer enough. You have to earn a credential to make it count toward a career.

*Over the next ten years, Virginia will need to fill 1.5 million jobs.* The majority of these jobs will require a postsecondary credential – an associate's degree and the certifications and licensures that are our bread-and-butter.

To accommodate the demand for these middle-skill-level jobs (more than a high school degree but less than a bachelor's), *Virginia's Community Colleges are embarking on a new six-year strategic plan to triple the number of credentials that our students earn by the year 2021.*

*Tripling the number of credentials that our students earn* is the single goal in this strategic plan. The Chancellor's objectives for the 2016-2017 biennium for achieving this goal fall into the five broad categories below.



# APPENDIX 4

## Vision for the Future of DCC's Service Region

Danville Community College's service region will be known and respected for its economic vitality and growth due to the following:

1. Well-paying and challenging jobs will enable young people (i.e., high school and college graduates) to settle in Danville, Halifax County, and Pittsylvania County to raise their families.
2. Jobs will be increasing as local aspiring entrepreneurs start new businesses, as existing businesses and industries expand, and as new employers locate in the region.
3. Leaders across the College's service region will be successful in identifying opportunities for future economic development.

In addition, the DCC service region will be well recognized as a dynamic area that values lifelong learning and fosters a high level of entrepreneurship, a network of small business support services, and technical training for manufacturing. DCC will reach out to all constituencies: employers, working adults, the unemployed and underemployed, secondary schools, four-year colleges, and community organizations. A dynamic business, industry, and education partnership will provide value-added education and training to the region's workforce. As the result of a highly effective K-18 partnership, students will graduate from the secondary schools well prepared for work or post-secondary education.

The region will be committed to preserving its rich and diverse heritage, local culture, environment, and natural beauty, which are viewed as integral, precious assets to the growing economy.

## APPENDIX 5

# WORKING CALENDAR FOR PLANNING

### Planning Calendar for 2017-18

July	<p>The Office of Planning, Effectiveness and Research compiles any policy updates needed and distributes to persons responsible. Final updates in official DCC publications and web site.</p> <p>Step 9 report published for 2016-17, along with the Strategic Plan for 2015-2020.</p>
August	<p>The Office of Planning, Effectiveness and Research distributes the Strategic Plan to all personnel and requests review by mid-August.</p> <p>The President reports on the previous year's planning process to the faculty and staff at the opening fall session. Current year's goals are reviewed.</p> <p>The Planning and Effectiveness Team will review input received from the faculty, staff and administrators on the Strategic Plan and timeline.</p> <p>The Planning and Effectiveness Team will make any needed recommendations to the President and the College Council.</p>
September-October	<p>The Planning Team suggests to the President any improvements to the planning process that need to be addressed in the planning document.</p> <p>The President convenes a meeting of the College Council.</p> <p>The College Council reviews and revises the Strategic Plan and the goals, objectives and strategies.</p>
November-December	<p>The College Board approves the College mission and vision statements and approves the updated four-year plan for the next year.</p> <p>Functional area managers confer with faculty and staff to develop priorities for the next fiscal year and submit requests to the respective vice presidents.</p>
January-February	<p>The Office of Planning, Effectiveness and Research requests interim Implementation and Evaluation Forms from all functional area managers.</p> <p>Forms are collected by mid-February.</p>

March	<p>The Office of Planning, Effectiveness and Research compiles and distributes the forms and calls a meeting of the Planning and Effectiveness Team.</p> <p>The Team reviews and approves specific outcomes and improvements or returns to the appropriate functional area manager for additional detail.</p> <p>Approved forms are submitted to the President.</p>
April	<p>The President submits his review of the current year’s planning process to the College Board and Chancellor.</p>
May	<p>The Vice President for Financial and Administrative Services distributes budgets to the appropriate functional area manager.</p> <p>Functional Area Managers meet with their staffs to finalize and review the effectiveness of the current year plan, conduct a force field analysis and identify needs and priorities for the coming year.</p> <p>The Planning and Effectiveness Team meets to validate effectiveness and make recommendations for the planning retreat agenda.</p>
June	<p>Functional Area Managers submit final Implementation and Evaluation Forms to the Office of Planning, Effectiveness and Research.</p> <p>Retreat participants validate the completed Implementation and Evaluation Forms.</p> <p>Each functional area manager presents a draft that clearly reflects Steps 7 and 8 for the coming year.</p> <p>Retreat participants conduct a college-wide force field analysis when appropriate.</p> <p>Retreat participants evaluate and validate the College’s mission statement, vision statement and goals.</p> <p>Retreat participants review the Procedures for Initiating New Programs (certificates, diplomas and degrees) for SACS-COC compliance.</p>

## APPENDIX 6

### 1090 Approval Procedures for New Curricula and Programs (From DCC Policy Manual)

The program faculty and Division Dean who are submitting a new curriculum or program to Danville Community College for approval will complete the following steps. The materials appropriate for each step will become a part of the documentation for Danville Community College, the Virginia Community College system (VCCS), the State Council of Higher Education for Virginia (SCHEV), and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

1. Each new curriculum or program will be submitted to the appropriate Lay Advisory Committee. The submission shall include a needs assessment and background information in addition to any other material relevant to the Lay Advisory Committee's approval. Lay Advisory Committee minutes showing approval must be forwarded to the Vice President of Academic and Student Services. The approved minutes will become a part of the documentation for SACS.
2. A Lead Faculty Member will be identified for each submitted program. This faculty member will be identified in the Documentation for the College Curriculum Committee. When possible, a program faculty roster, including faculty credentials and experience, will be submitted with the Lead Faculty Member information.
3. Each curriculum and program will be submitted to the College Curriculum Committee for approval. The submission will include all documentation required by the Virginia Community College System (VCCS) for program and curriculum approval. The proposal is to include background statements, the needs assessment results, a program budget, and a completed VCCS Form 102 with supporting materials. (See VCCS Policy Manual, Section 5.5.2, Review of Programs, as well as DCC Form 102A.)
4. The completed, approved proposal will be presented to the DCC College Board for action. The resulting College Board decision will be recorded in the College Board minutes and become a part of SACS documentation.
5. The VCCS Form 102 for degree programs, certificates, and diplomas will be submitted to the Virginia Community College System for review and approval. For Career Studies Certificates, notification to the VCCS is required. For degree programs, certificates, and diplomas, VCCS approval is required.
6. Degree program documents will be forwarded by the VCCS to the State Council of Higher Education for Virginia (SCHEV) for approval. SCHEV is also notified of

certificate and diploma programs that are approved by the VCCS. All VCCS and SCHEV approval notifications will be included in SACS documentation.

7. Curriculum and program notification will be sent to SACS after College Board approval and submission to the VCCS. The notification will include the proposed program background and needs assessment. If SACS deems the proposal to be a “substantive change” and a prospectus is necessary, all documentation from the approval steps will be submitted as a part of the prospectus.
8. Any necessary documentation for additional accrediting organizations will be submitted and approval notifications will become a part of the program approval documentation.

**Approved by DCC Curriculum Committee 9/17/09**

**Approved by College Board 9/21/09**

**DANVILLE COMMUNITY COLLEGE**  
**PROCEDURES FOR INITIATING NEW PROGRAMS**  
*(including certificates, diplomas, and degrees)*

Proposed Program/Curriculum Title: \_\_\_\_\_

	Submission Date	Approval Date	Approval Signature
Lay Advisory Committee			
Lead Faculty Member			
College Curriculum Committee			
College Board			
Virginia Community College System (VCCS)			
State Council of Higher Education for Virginia (SCHEV)			
Southern Association of Colleges and Schools Submission (SACS)			
Other Required Accrediting Bodies <i>(when applicable)</i>			
Comments			

**NOTES:**

1. All new instructional programs must comply with the policies and procedures of the VCCS, SCHEV, and, when applicable, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). See also Section 1070 of the *DCC Policy Manual*, and the *College Board Policy Manual*. All program submissions must reflect the following:
  - a. Minutes of the appropriate committee (*i.e., Lay Advisory Committee, Curriculum Committee, and others as applicable*) to confirm recommendations and approval.
  - b. Completion of the appropriate procedures and forms in accordance with the College, VCCS, and SCHEV. If the program constitutes a Substantive Change (*based on prior notification to SACS*), a prospectus will be required.
2. Upon approval by the College Board and submission to the VCCS, notification must be submitted to the Commission on Colleges of the Southern Association of Colleges and Schools within forty-five (45) days of College Board approval.

**9/09 DCC Form 102A**

## APPENDIX 7

# DCC GENERAL EDUCATION GOALS AND STUDENT LEARNING OUTCOMES\*

DCC graduates will demonstrate competency in the following general education areas:

### 1. **Communication**

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. DCC graduates will demonstrate the ability to:

- understand and interpret complex materials;
- assimilate, organize, develop, and present an idea formally and informally;
- use standard English;
- use appropriate verbal and non-verbal response in interpersonal relations and group discussions;
- use listening skills; and
- recognize the role of culture in communication.

### 2. **Critical Thinking**

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. DCC graduates will demonstrate the ability to:

- discriminate among degrees of creditability, accuracy, and reliability of inferences drawn from given data;
- recognize parallel, assumptions, or presuppositions in any given source of information;
- evaluate the strengths and relevance of arguments on a particular question or issue;
- weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
- determine whether certain conclusions or consequences are supported by the information provided; and
- use problem solving skills.

### 3. **Cultural and Social Understanding**

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. DCC graduates will demonstrate the ability to:

- assess the impact that social institutions have on individuals and culture—past, present, and future;
- describe their own as well as others' personal ethical systems and values within social institutions;
- recognize the impact that arts and humanities have upon individuals and cultures;
- recognize the role of language in social and cultural contexts; and
- recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

#### 4. **Information Literacy**

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. DCC graduates will demonstrate the ability to:

- determine the nature and extent of the information needed;
- access needed information effectively and efficiently;
- evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
- use information effectively, individually, or as a member of a group, to accomplish a specific purpose; and,
- understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

#### 5. **Personal Development**

An individual engaged in personal development strives for physical well-being and emotional maturity. DCC graduates will demonstrate the ability to:

- develop and/or refine personal wellness goals; and,
- develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

#### 6. **Quantitative Reasoning**

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. DCC graduates will demonstrate the ability to:

- use logical and mathematical reasoning within the context of various disciplines;
- interpret and use mathematical formulas;
- interpret mathematical models such as graphs, tables, and schematics and draw inferences from them;



- use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- estimate and consider answers to mathematical problems in order to determine reasonableness; and
- represent mathematical information numerically, symbolically, and visually, using graphs and charts.

## 7. **Scientific Reasoning**

A person is competent in scientific reasoning adheres to a self-correcting system of inquiry (*the scientific method*) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. DCC graduates will demonstrate the ability to:

- generate an empirically evidenced and logical argument;
- distinguish a scientific argument from a non-scientific argument;
- reason by deduction, induction, and analogy;
- distinguish between causal and correlational relationships;
- recognize methods of inquiry that lead to scientific knowledge;
- perform basic laboratory techniques appropriate to a student's program of study; and
- plan, conduct, and analyze the results of an experiment that requires specific laboratory techniques appropriate to a student's program of study.

## 8. **Computer Skills**

DCC graduates will be able to use appropriate computer technology.

\*Complements Virginia Community College System General Education Goals and Student Learning Outcomes ([www.vccs.edu](http://www.vccs.edu))

Note: Reaffirmed by DCC Curriculum Committee October 2014.

# APPENDIX 8

## NAMING OF COLLEGE FACILITIES AND PROPERTIES

Danville Community College is grateful to individuals, organizations, businesses, and industries who invest in the College's physical plant, its instructional and academic support programs, and student services such as scholarships. To recognize those who make extraordinarily generous gifts and contributions to the institution, the College Board reserves the right to name buildings and other areas of the campus in honor of a donor or contributor. In accordance with the policies of the State Board for Community Colleges relative to the naming of facilities and properties (see below), the College will adhere to the following guidelines:

### **Naming Guidelines:**

1. For the naming of specific buildings or areas of buildings, the Board will employ the following:
  - a. Naming a building--a minimum of a \$500,000 gift (or an equivalent contribution),
  - b. Classrooms, laboratories, wings of buildings--a minimum of a \$50,000 gift (or an equivalent contribution),
  - c. Office--a minimum of a \$25,000 gift (or an equivalent contribution),
  - d. Grounds/parcels/other parcels on the campus--a minimum \$25,000 gift (or the equivalent),
  - e. Other memorials or honors which the Board may deem appropriate.
2. The recommendation should be made to the President of the College.

*State Board for Community Colleges Policy, approved November 15, 2007: "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 VIRGINIA COMMUNITY COLLEGE SYSTEM, SERVING ON THE LOCAL COLLEGE BOARD, OR SERVING ON THE STATE BOARD FOR COMMUNITY COLLEGES. A SEPARATION FROM SUCH EMPLOYMENT OR SERVICE OF AT LEAST ONE MONTH IS A PREREQUISITE FOR ELIGIBILITY. A CURRENT COPY OF THE POLICIES SHOULD BE PROVIDED TO THE OFFICE OF FACILITIES MANAGEMENT SERVICES."*

# APPENDIX 9

