

# 2019-2020 Individual Working Calendars



Prepared by the Office of the President

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# Individual Working Calendars 2019-2020

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# WORKING CALENDAR FOR ASSESSMENT

## 2019 - 2020 Academic Year

October 1	Director of Planning, Effectiveness and Research distributes current Vision Statement, Mission Statement, College Goals, and General Education Objectives to faculty and staff and Student Government Association for review and input.
October 22	Curriculum Committee reviews Vision Statement, Mission Statement, College Goals and reaffirms General Education Objectives.
October 31	Executive Council reviews Vision Statement, Mission Statement and College Goals.
November 7	Institutional Effectiveness Day
November 18	College Board reviews Vision Statement, Mission Statement and College Goals.
December 2	Director of Planning, Effectiveness and Research submits approved Vision Statement, Mission Statement, College Goals, and General Education Objectives and/or reaffirmation information to Public Relations via Google for catalog update.
April 8	Institutional Effectiveness Day

# **WORKING CALENDAR FOR COLLEGE BOARD MEETINGS**

## **2019-2020 Academic Year**

The Danville Community College Board meets the third Monday of the following months: March, June, and September. The November meeting is held the Monday after Thanksgiving. The meeting dates are as follows:

September 30, 2019 (originally scheduled for September 16)

November 18, 2019

March 16, 2020

June 15, 2020

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<b>August 30</b>	<b>All agenda materials for September College Board meeting due to the President by the President's Cabinet.</b>
<b>November 1</b>	<b>All agenda materials for November College Board meeting due to the President by the President's Cabinet.</b>
<b>March 2</b>	<b>All agenda materials for March College Board meeting due to the President by the President's Cabinet.</b>
<b>May 29</b>	<b>All agenda materials for June College Board meeting due to the President by the President's Cabinet.</b>

# WORKING CALENDAR FOR BUDGET

## 2019-2020 Academic Year

September-February	Administrators gather input from faculty regarding budget needs.
November 1	Vice President of Financial and Administrative Services prepares Local Funds budget to be presented to the Board at the November meeting.
January 3	The Vice President of Financial and Administrative Services prepares an enrollment breakdown to be sent to political subdivisions for their budgeting and forwards it to the President.
January 6-10	The President sends letter to the political subdivisions for local funds with a copy of the enrollment breakdown.
May 1	Vice President of Academic and Student Services, Assistant Vice President of Workforce Services and Technical Studies, and the Vice President of Financial and Administrative Services finalize annual State M & O budget and make recommendations to the President.
June 3	The Office of the Vice President of Financial and Administrative Services prepares bills for the political subdivisions for local funds and forwards them to the President.
June 8-12	Bills for local funds are mailed to the political subdivisions by the President.
June 26	President distributes final approved budget.

# WORKING CALENDAR FOR COLLEGE CALENDAR

## 2019 - 2020 Academic Year

September 10	Faculty Steering Committee selects representatives to serve on College Calendar Committee. <i>(Discuss with Calendar Committee incorporating Reading Days into calendar which could be used as make-up days if necessary and Planning Days to be used specifically for planning.)</i>
September 13	Calendar Committee is appointed and the Vice President of Academic and Student Services schedules meeting to prepare calendar proposal.
October 8	College Calendar Committee recommends proposed calendar to Faculty Steering Committee and presents recommendations to faculty.
November 5	Faculty Steering Committee recommends a proposed College calendar to the Faculty Forum.
November 15	Vice President's Council reviews proposed College calendar.



# WORKING CALENDAR FOR COLLEGE CATALOG

## 2019 - 2020 Academic Year

Start Date	Deadline	Tasks	Person(s) Responsible
	Sept 2	Programs of Study needing changes identified and sent to Public Relations for Word document production.	
	Sept 4	Word documents of the specified Programs of Study needing revision are uploaded to Microsoft Planner; permissions are shared with Vice Presidents, Assistant Vice President of Workforce Services and Technical Studies, deans, and Director of Learning Resources and Distance Learning.  Word document of the front section of the current catalog is uploaded to Microsoft Planner; permissions are shared with Vice President of Academic and Student Services, Director of Planning, Effectiveness and Research, Vice President of Financial and Administrative Services, Assistant Vice President of Workforce Service and Technical Studies, Dean of the Division of Arts, Sciences and Business, Director of Learning Resources and Distance Learning, Coordinator of Counseling, Enrollment Management and Student Outreach, and Financial Aid Officer.	Public Relations
Sept. 4	Oct 1	Academic divisions designate faculty to review and make revisions to: (1) their appropriate program/program areas and, (2) the Course Descriptions section and submit to division dean or Assistant Vice President for Workforce Services and Technical Studies for review/ approval.	Process and timeline determined and communicated to their respective faculty by the Assistant Vice President of Workforce Services and Technical Studies, and the Dean of the Division of Arts, Sciences, and Business.

Start Date	Deadline	Tasks	Person(s) Responsible
Oct. 2	Oct 18	Deadline for revisions from academic divisions and all other departments to be made to the Google Docs.	Division Administrative Assistants
	Oct 18	Agenda items and required support material with cover listing of agenda topics for October Curriculum Committee meeting due to the Vice President of Academic and Student Services in hard copy and via email (Word file attachments except DC 102A and VCCS 102.	Deans, Assistant Vice President of Workforce Services and Technical Studies, and Director of Planning, Effectiveness and Research
Oct 25	Nov 29	Final review of catalog file in Microsoft Planner for accuracy of (1) program information <i>(to include course numbers and titles, number of credits, course sequences, program descriptions and outcomes, prerequisites, special admission requirements, etc.)</i> (2) content in Course Descriptions Section.	Deans and Assistant Vice President of Workforce Services and Technical Studies
	Oct 22	First Curriculum Committee meeting; info on new programs is shared electronically in Word format with Public Relations Director for inclusion in catalog.	Deans and Assistant Vice President of Workforce Services and Technical Studies
Nov 1	Nov 15	Second Curriculum Committee meeting, if applicable; info on new programs is shared electronically in Word format with Public Relations for inclusion in catalog.	Deans and Assistant Vice President of Workforce Services and Technical Studies
	Nov 8	Quick quote entered into Shared Services. <i>(Shared Services manages the bidding process, if applicable.)</i>	Public Relations and Shared Services
	Nov 29	Review/Update Word document in Microsoft Planner with College Board approved Vision Statement, Mission Statement, and College Goals. Review/update *General Education Goals and Student Learning Outcomes as approved by Curriculum Committee to include either *reaffirmed with date or revised with date.	Director of Institutional Planning, Effectiveness and Research
Nov 1	Jan 30	Artwork/design finalized, including new cover.	Public Relations

<b>Start Date</b>	<b>Deadline</b>	<b>Tasks</b>	<b>Person(s) Responsible</b>
	Feb 3	Catalog file submitted to printer.	Public Relations
	Mar 16	Catalog distributed and uploaded to website.	Public Relations

# **WORKING CALENDAR FOR PREPARATION OF CLASS SCHEDULES**

## **2019 - 2020 Academic Year**

### **SPRING SEMESTER 2020 CLASS SCHEDULE**

September 6	Divisions exchange scheduling information/requests for Spring Semester.
September 10	Division Deans and Assistant Vice President of Workforce Services and Technical Studies will have met with Halifax/South Boston personnel regarding Spring Semester course offerings.
September 13	Administrative Assistants begin entering schedules into PeopleSoft.
September 27	Administrative Assistants complete keying of Spring Semester Class Schedule.  Spring Semester Class Schedule pulled from PeopleSoft at 5:00 p.m. by Information Technology Specialist II.
November 1	Spring Semester Class Schedule available on web site.

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### **SUMMER SESSION AND FALL SEMESTER 2020 CLASS SCHEDULES**

January 17	Program schedules for Summer Session and Fall Semester are prepared at division level.
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January 23	<p>Divisions exchange scheduling information/requests for Summer Session and Fall Semester.</p> <p>Division Deans and the Assistant Vice President of Workforce Services and Technical Services will have met with Halifax/South Boston personnel regarding Summer Session and Fall Semester course offerings.</p>
February 6	Administrative Assistants begin entering schedules into PeopleSoft.
February 14	<p>Administrative Assistants complete keying of Summer Session Class Schedule.</p> <p>Summer Session Class Schedule is pulled from PeopleSoft at 5:00 p.m. by Information Technology Specialist II.</p>
February 21	<p>Administrative Assistants complete keying of Fall Semester Class Schedule.</p> <p>Fall Semester Class Schedule pulled from PeopleSoft by Information Technology Specialist II at 5:00 p.m.</p>
March 2	Summer Session and Fall Semester Class Schedules available on web site.

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# WORKING CALENDAR FOR DCC EDUCATIONAL FOUNDATION

## 2019 - 2020 Academic Year

- |               |  |
|---------------|--|
| September 9   | Annual Scholarship Reception, 6:30 p.m., IALR  |
| October 10-11 | Annual Educational Foundation Golf Tournament (location to be determined)  |
| October 21    | Educational Foundation Board Meeting, 12:00 Noon, Wyatt Building Board Room  |
| November 1    | Copy of October 21 Foundation Board meeting minutes due to President.  |
| January 15    | <p>Annual Certification Letter and Reports (<i>VCCS Policy Manual</i>): The Executive Director of the DCC Educational Foundation shall on an annual basis submit a report on Foundation activities for the most recent fiscal year to the Chancellor, the President of the institution, Vice Chancellor for Institutional Advancement, and the Vice Chancellor of Administrative Services at the VCCS. <b>Foundations with fiscal year-end dates of June 30 shall provide this information by the following February 1.</b> The annual update shall include the following items:</p> <ul style="list-style-type: none"><li>a. A copy of audited financial statements for the most recent fiscal year including a complete set of financial statements and independent audit opinion.</li></ul> |

- b. A letter that certifies compliance with the following requirements:
- (1) A current copy of this VCCS policy has been circulated among all members of the Foundation Board;
  - (2) The Foundation Audit Committee has met and reviewed the findings of the annual audit of the financial statements.
  - (3) The annual Foundation budget has been approved by the Foundation's governing board and has been provided to the College President or designee.
  - (4) Compensation of any kind which the Foundation has provided to college employees has been approved by the President, and in case of College Presidents, approved by the VCCS Chancellor prior to payment.,
  - (5) Any plans for the College to borrow funds from the Foundation, change its Articles of Incorporation, or make changes in the nature, scope, or purpose of the Foundation will not take place without prior written approval from the appropriate authorities (State Board, Treasury Board, and Attorney General's Office, as may be deemed applicable);
  - (6) The State Board has been notified of any planned major capital expenditure;
  - (7) The State Board has been notified of any audit or review by tax authorities or action taken, or threatened action, that would adversely affect the tax-exempt status of the Foundation or affiliate.
- This certification letter must address each of the items identified above and indicate if a particular item was not applicable to the reporting year.
- c. Other items (attachments to Certification Letter):
- a. A copy of the Foundation's most recent IRS Form 990;
  - b. A detailed list of compensation of any kind which the Foundation has provided to college employees,

- as well as any prize and/or award paid to any college employee or member of the employee's immediate family, whether in the form of cash or property or the use of cash or property;
- c. A detailed list of all private firms responsible for managing or investing the Foundation's or affiliate's assets and the fee paid for such services;
  - d. A copy of any proposed changes to the Foundation's Articles of Incorporation or a statement of any plans for a change in the scope of activities;
  - e. A copy of a joint operating agreement between the Foundation and the college or the Foundation and the System outlining the means the entities will use to follow this policy.

The certification letter must address each of the items identified above and indicate if a particular item was not applicable to the reporting year.

The Foundation shall provide to the President of the College all minutes of regular and Executive Session meetings of its governing board.

The Foundation shall report on a mutually agreed schedule to the College President regarding its financial position and capital expenditures, with special emphasis upon transactions between the Foundation and the college, as well as transactions affecting Foundation employees and/or Trustees.

The Foundation shall provide annual disclosure to the public its service region of the names of individuals serving on its Board of Directors.



# WORKING CALENDAR FOR FACULTY CONTRACTS\*

## 2019-2020 Academic Year

April 24	Faculty Steering Committee meets with Faculty Forum to discuss recommendations for salary distribution.
	Faculty Forum makes recommendation to President for salary distribution.
	President announces salary distribution methodology for faculty and administrators.
May 15	Information and specific salary averages received from VCCS and distributed by Vice President of Academic and Student Services to supervisors.
	Vice President of Academic and Student Services distributes last year's salary information to supervisors of nine-month faculty.
June 3	Deans and the Assistant Vice President of Workforce Services and Technical Studies submit salary recommendations for each nine-month faculty member to the Vice President of Academic and Student Services.
June 12	Salary information transmitted in final form from Vice President of Academic and Student Services to President.
June 30	Salary contracts sent from President to faculty and administrators.

\* Dates dependent upon receipt of budget figures from Richmond.

# WORKING CALENDAR FOR *DCC POLICY MANUAL*

## 2019 - 2020 Academic Year

February 14	Director of Planning, Effectiveness and Research sends request to faculty and staff to review the current <i>DCC Policy Manual</i> and submit any recommendations for changes.
March 20	Director of Planning, Effectiveness and Research transmits proposed changes to the <i>DCC Policy Manual</i> to the Faculty Steering Committee with a copy to the Vice President of Academic and Student Services.
April 14	Faculty Steering Committee reviews proposed changes in the <i>DCC Policy Manual</i> and makes recommendations to Vice President's Council.
April 22	Vice President's Council reviews proposed changes in the <i>DCC Policy Manual</i> and makes recommendations to the President's Executive Cabinet.
May 6	Executive Cabinet finalizes changes in the <i>DCC Policy Manual</i> .
August 14	Changes to the <i>DCC Policy Manual</i> have been made on the web.

# **WORKING CALENDAR FOR ELECTIONS AND APPOINTMENTS**

## **2019 - 2020 Academic Year**

August 16	<p>Vice President of Academic and Student Services sends checklist to Vice President's Council and administrators requesting volunteers for College committees.</p> <p>Election of Faculty Steering Committee members according to Faculty Steering Committee by-laws.</p>
August 30	<p>President and Vice President of Academic and Student Services finalize Committee assignments.</p>
September 6	<p>College Committee appointments distributed to faculty and staff by Executive Assistant to the President.</p>

# WORKING CALENDAR FOR EVALUATIONS

## 2019 - 2020 Academic Year

December 3	Annual Performance and Professional Development Objectives established by continuing faculty and supervisor.
December 13	Evaluation conferences completed with all faculty in the last year of a multi-year appointment or with faculty newly hired in that fall semester or the previous spring semester.
February 13	All part-time faculty members not evaluated within the previous two semesters or those who are in their first semester of teaching at the College will be evaluated in writing and a copy placed in appropriate personnel folder.
March 13	Evaluation conferences completed with all faculty first hired in the previous spring or fall semester.
May 11	All part-time faculty members not evaluated within the previous two semesters/summer session or those who are in their first semester/session of teaching at the College will be evaluated in writing and a copy placed in appropriate personnel folder.
June 3	All evaluations of faculty, librarians, and counselors submitted by supervisors in approved College format to the Vice President of Academic and Student Services.

- June 15 All evaluations of administrators submitted in approved College format by the Vice President of Academic and Student Services to the President.
- June 30 President completes all evaluation conferences with members of the President's Cabinet.

# WORKING CALENDAR FOR GRADUATION 2020

Date	Time	Activity	Person Responsible
OCT 3		Arrangements made for location of graduation.	Charles Toothman
		Arrangements made to secure speaker for graduation.	Graduation Committee
FEB 13		Ferguson Medallion ordered.	Executive Assistant to President
		All applications for students participating in May graduation completed.	Academic Deans
MAR 2		E-mail dcusers requesting nominations for the Ferguson Medallion.	Cheryl Terry /Cathy Pulliam
		New faculty/administrators are contacted for information to purchase academic regalia.	Nancy Combs
		Regalia information for guests, speaker, and College Board members provided to Vice President of Academic and Student Services for order, as well as notification of any hoods needed for honorary degree recipients.	Executive Assistant to the President
MAR 16		Cap/gowns ordered for faculty and administrators, College Board members, speaker, and guests.	Nancy Combs
		Cutoff date for scholarships applications.	Shannon Hair
		Mail letters of invitation to Professor	Executive Assistant to the

Date	Time	Activity	Person Responsible
		Emeriti.	President
April 1		Caps/gowns and honor cords ordered for students.	Bookstore Manager
		Invitation list prepared, and invitations are mailed two weeks prior to graduation.	Executive Assistant to the President
		A draft program is prepared ( <i>final April 15</i> ).	Director of Public Relations and Marketing
		Talk with SGA President about leading students in procession.	Cathy Pulliam/SGA Sponsor
		Potential graduates who have not submitted cap/gown information are contacted.	Bookstore Manager
		Members of classified staff are asked to serve as ushers for graduation.	Cheryl Terry/Cathy Pulliam
		Singer(s) for program contacted.	Graduation Committee
		SGA officers request nominations from students for the Faculty Member of the Year Award presented at graduation.	SGA Sponsor
APRIL 8		Letters mailed to graduates notifying them of the time and location of graduation.	Cheryl Terry/Cathy Pulliam
		Gift purchased for speaker ( <i>DCC Bookstore</i> ).	Executive Assistant to the President
		Gavel ordered for SGA President.	Cheryl Terry/Student Activities Coordinator
APRIL 16		Scholarship and award information is finalized with a copy to Dr. Holley.	Shannon Hair

Date	Time	Activity	Person Responsible
		Arrange for video/music.	Chris Ford
		Administrators, faculty, and staff are notified of procedures for graduation.	Debra Holley
		Name(s) of Ferguson Medallion Award recipient(s) submitted to the President.	Cathy Pulliam
MAY 4		Academic regalia are received.	Nancy Combs
		Gavel for SGA President provided to President's Office.	Cheryl Terry/Student Activities Coordinator
		LRC calls students with library obligations.	Chris Ford
		Security is contacted concerning graduation activities.	Charles Toothman
		Police Department and Danville Life Saving Crew are contacted to advise them of graduation activities.	Charles Toothman
MAY 15		Lighting is set up and checked.	Jay Jennings
		Platform set up for graduation.	Jay Jennings
		Table for mace placed in front of platform.	Jay Jennings
		Tables on platform that hold diploma covers are covered with DCC tablecloth.	Jay Jennings/Cathy Pulliam
		Signs denoting the various diplomas/degrees are put up for lining up students.	Cheryl Terry/Cathy Pulliam
		Degree and diploma covers, mace, flags, and banner are carried to the stage.	Maintenance
		Graduation programs delivered to graduation site, and diplomas, degrees, and certificates are taken to tables (5	Maintenance



Date	Time	Activity	Person Responsible
		tables).	
		Sound system set up.	Chris Ford/Jay Jennings
	2:00 p.m.	Graduation Practice	Cheryl Terry/Cathy Pulliam
MAY 16	GRADUATION DAY		
	8:00 a.m.	Ushers report to the stage area.	Ushers/Cathy Pulliam/Cheryl Terry
	8:30 a.m.	Individuals assisting faculty, staff, and administrators with robing report to their designated area(s).	Nancy Combs/Executive Assistant to the President
	8:45 a.m.	Information table manned to distribute graduation cards to students.	Cheryl Terry/Cathy Pulliam
	9:00 a.m.	Faculty members gather in designated area for robing.	Faculty
	9:15 a.m.	Graduates line up in designated areas.	Students
	9:30 a.m.	Administrators and staff robe in designated area.	Administrators/Staff
		Announcement made to turn off cell phones.	Cheryl Terry
	9:45 a.m.	Administrators/staff assemble, along with College Board, and line up for processional.	Administrators/Staff/College Board
	10:00 a.m.	Ceremony begins.	
	11:30 a.m.	Degrees/diplomas/certificates presented to students in designated areas.	Student Development Staff
	11:30 a.m.	Rented regalia returned to robing areas.	Guests/Speakers
	12:00 Noon	Mace, mace stand, and rental regalia returned to the Vice President of Academic and Student Services' office.	Maintenance
		Set-up/take down.	

Date	Time	Activity	Person Responsible
MAY 18		Rental regalia are counted and packaged to return to Oak Hall.	Nancy Combs
		Table skirts are removed and taken to the cleaners.	Maintenance
MAY 20		Conduct evaluation and plan 2021 graduation.	Student Development Staff/Vice President's Council

# WORKING CALENDAR FOR LAY ADVISORY COMMITTEES

## 2019 - 2020 Academic Year

- April 3                      Division Deans and Assistant Vice President of Workforce Services and Technical Studies begin process of updating lay advisory committees.
- May 8                        Report of each lay advisory committee meeting due from appropriate Dean and the Assistant Vice President of Workforce Services and Technical Studies to the Vice President of Academic and Student Services.
- Recommendations to Vice President of Academic and Student Services from the Dean of the Division of Arts, Sciences, and Business of individuals to serve on curriculum lay advisory committees.
- May 22                      Recommendations of membership on curriculum lay advisory committees sent from the Vice President of Academic and Student Services and Assistant Vice President of Workforce Services and Technical Studies to the President.
- June 15                      President recommends membership on lay advisory committees to College Board for their action.

**August 16-September 30              Lay Advisory Committee meetings**

# **WORKING CALENDAR FOR LECTURERS' CONTRACTS AND PAYROLL**

## **2019-2020 Academic Year**

### **FALL SEMESTER 2019**

- |             |   |
|-------------|---|
| September 6 | Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT1)  |
|             | All lecturers' contracts finalized by Deans and the Assistant Vice President of Workforce Services and Technical Studies and placed in adjunct faculty member's personnel folder.   |
| October 4   | Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President for Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT2) |
| November 1  | Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President for Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT3) |
| November 29 | Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President for Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT4) |

## **SPRING SEMESTER 2020**

- January 24      All lecturers' contracts finalized by Deans and Assistant Vice President of Workforce Services and Technical Studies and placed in adjunct faculty member's personnel folder.
- Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT1)
- February 21      Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT2)
- March 20      Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT3)
- April 17      Adjunct faculty payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch. (PT4)

## **SUMMER SESSION 2020**

- May 29      Combined lecturers' payroll for College submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with a copy to Dale Branch. (PT1).

First full-time faculty summer payroll submitted by Deans to Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President (FT1) with copy to Dale Branch.

All lecturers' contracts finalized by Deans and Assistant Vice President of Workforce Services and Technical Services and placed in adjunct faculty member's personnel folder.

June 5                      Second full-time faculty summer payroll submitted by Deans to Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch (FT2).

June 26                    Third full-time faculty summer payroll submitted by Deans to Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch (FT3).

Combined lecturers' payroll for College submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with a copy to Dale Branch. (PT2).

July 10                    Fourth and final full-time faculty summer payroll submitted by Deans to the Vice President of Academic and Student Services and by the Assistant Vice President of Workforce Services and Technical Studies to the President with copy to Dale Branch (FT4).

## WORKING CALENDAR FOR LECTURER'S MEETING– FALL 2019

Date	Time	Activity	Person(s) Responsible
April 2		Issue email requesting nominations for Outstanding Adjunct Faculty Member of the Year	Combs
June 3		Begin planning Lecturer's Meeting to be held in August 20, 2019.	Division Deans, Assistant Vice President of Workforce Services and Technical Studies, and Vice President of Academic and Student Services
		Reserve Oliver Hall for Lecturers' Meeting and buffet.	Combs/Lutz
		Bids for caterer for buffet are obtained.	Combs
June 5		Draft agenda reviewed and approved.	Vice President's Council
June 14		Agenda finalized.	Vice President of Academic and Student Services
June 17		Email current copy of <i>Lecturers' Handbook</i> to all faculty and staff requesting review and submission of changes to the Dean of Arts, Sciences, and Business.	Teresa Wyatt/Dean of Arts, Sciences, and Business
June 27		Chair of Outstanding Adjunct Faculty Member of the Year submits selection to Vice President of Academic and Student Services.	Deans/Assistant Vice President of Workforce Services and Technical Studies
June 28		Order plaque for Outstanding Adjunct Faculty Member of the Year.	Combs
		Request check processing for Outstanding Faculty Member of the Year via the Foundation Office (Shannon Hair).	Combs

July 10		<p>Changes in <i>Lecturers' Handbook</i> submitted to the Dean of Arts, Sciences, and Business (Teresa Wyatt).</p> <p><b>*Time Sensitive Requirement for approval by Shared Services for Catering Services.</b> Names, email and mailing addresses of lecturers including dual enrollment instructors, are submitted to the Vice President of Academic and Student Services via email.</p> <p><b>*Time Sensitive Requirement for approval by Shared Services for Catering Services.</b> Names of full-time faculty and staff planning to attend lecturers' meeting and partake of buffet dinner are submitted to the Vice President of Academic and Student Services via email.</p>	<p>All faculty and staff</p> <p>Deans, Assistant Vice President of Workforce Services</p> <p>Deans, Assistant Vice President of Workforce Services, and Administrators</p>
July 12		Arrange for catering services.	Combs
July 15		Create Requisition in eVa for Shared Services. Attach attendee list for adjunct faculty, dual enrollment instructors, faculty, and staff, and attach approved Business Meal form, agenda, and relevant details from quote from caterer. Submit to Shared Services/eVa.	Combs
July 15-Aug 5		Track submission to Shared Services/eVa until fully approved.	Combs
July 16		<p>Generate and submit work order to Maintenance/Building and Grounds Supervisor for event set up, including table arrangements, and to have campus lights in parking lots (in Spring Semester) and buildings turned on the evening of the event.</p> <p>Generate Survey Monkey survey/link for distribution to lecturers.</p> <p>Generate letter on behalf of the Vice President of Academic and Student Services for distribution to lecturers.</p>	<p>Combs</p> <p>Combs</p> <p>Combs</p>



		Generate cover email and attach Survey Monkey link, letter from Vice President of Academic and Student Services, to include RSVP request, and email to lecturers.	Combs
July 23		RSVP deadline for lecturers and dual enrollment instructors.	Combs
Aug 1		Caterer selection finalized and attendee count provided.	Combs
Aug 12		<i>Lecturer's Handbook</i> posted online.	Dean of Arts, Sciences and Business
Aug 20	3:00 p.m.	Tables arranged in Oliver Hall.	Maintenance/Building and Grounds Supervisor or designee
	3:30 p.m.	Set up microphone/equipment in Oliver Hall.	IT Manager or designee
	4:00 p.m.	Meet caterer at buffet site.	Combs
	4:30 p.m.	IDs made for Lecturers (5:00-6:00 p.m.)	Dean of the Division of Student Success and Academic Advancement or designee
	5:00 p.m.	Greet lecturers and record attendees as they arrive.	Combs /Wann
	5:30 p.m.	Buffet begins.	
	6:15 p.m.	Welcome and presentation of Outstanding Adjunct Faculty Member of the Year Award.	Vice President of Academic and Student Services
		Photographs of recipient of Outstanding Adjunct Faculty Member of the Year Award.	Bobby Roach or designee
	6:30 p.m.	Program begins.	
Aug 21		Remove tables and restore room to original set-up by 8 a.m.	Maintenance
Aug 23		List of adjunct faculty provided to the Director	Combs

		<b>of Learning Resources and Distance Learning and Maintenance.</b>  <b>Send memo notifying appropriate administrators of absentees.</b>	<b>Vice President of Academic and Student Services/Combs</b>
<b>Aug 30</b>		<b>All lecturers not attending program are contacted.</b>	<b>Deans/Assistant Vice President of Workforce Services</b>
<b>Aug 31</b>		<b>Evaluate program</b>	<b>Vice President's Council</b>

## WORKING CALENDAR FOR LECTURER'S MEETING– SPRING 2020

Date	Time	Activity	Person(s) Responsible
Oct 11		<p>Begin planning Lecturer's Meeting to be held in January 2020 <i>(date to be determined)</i>.</p> <p>Reserve Oliver Hall for Lecturer's Meeting and buffet.</p> <p>Bids for caterer for buffet are obtained.</p>	<p>Deans, Assistant Vice President of Workforce Services and Technical Studies</p> <p>Combs/Lutz</p> <p>Combs</p>
Oct 30		Draft agenda reviewed.	Vice President's Council
Nov 8		Agenda finalized and approved.	Vice President of Academic and Student Services
Nov 13		<p><b><u>*Time Sensitive Requirement for approval by Shared Services for Catering Services.</u></b> Names, emails and mailing addresses of all lecturers, including dual enrollment instructors, are submitted to the Vice President of Academic and Student Services via email .</p> <p><b><u>*Time Sensitive Requirement for approval by Shared Services for Catering Services.</u></b> Submit list of <b><u>all full-time faculty and staff</u></b> planning to attend lecturers' meeting and partake of buffet dinner to the Vice President of Academic and Student Services and her assistant via email.</p>	<p>Deans, Assistant Vice President of Workforce Services and Technical Studies</p> <p>Deans, Assistant Vice President of Workforce Services and Technical Studies, and Administrators</p>
Nov 14		Arrange for catering services.	Combs
Nov 15		Begin procurement process via Shared Services/eVa. Complete Business Meal Form	Combs

		<p>for approval by the Vice President of Academic and Student Services.</p> <p>Create Requisition in eVa and submit for Shared Services. Attach attendee list for adjunct faculty, dual enrollment instructors, faculty, and staff, and signed Business Meal Form, agenda, and relevant details from quote from caterer.</p>	Combs
Nov 15- Dec 10		Track submission to Shared Services/eVa until fully approved.	Combs
Nov 18		<p>Cover email with survey monkey link, including RSVP, and agenda emailed to lecturers (<i>not to dual enrollment (DE) instructors as of January 2017 per Vice President, as all DE meetings will be held at the high schools</i>).</p> <p>Generate and submit work order to Maintenance for event set up, including table arrangements and to have campus lights in parking lots and buildings turned on the evening of event sent to the Building and Grounds Supervisor.</p> <p>Generate Survey Monkey survey/link for distribution to lecturers.</p> <p>General letter on behalf of the Vice President of Academic and Student Services for distribution to lecturers.</p> <p>Generate cover email and attach Survey Monkey link, letter from the Vice President of Academic and Student Services, and RSVP request and email to lecturers.</p>	<p>Combs</p> <p>Combs</p> <p>Combs</p> <p>Combs</p> <p>Combs</p>
Nov 26		RSVP deadline for lecturers.	Combs
Dec 6		Caterer selection finalized and attendee count provided.	Combs

<b>Event Date January 2019 (exact date TBD)</b>	<b>3:00 p.m.</b>	<b>Tables arranged in Oliver Hall.</b>	<b>Maintenance/Building and Grounds Supervisor or designee</b>
	<b>3:30 p.m.</b>	<b>Set up microphone/equipment in Oliver Hall.</b>	<b>IT Manager or designee</b>
	<b>4:00 p.m.</b>	<b>Meet caterer at buffet site.</b>	<b>Combs</b>
	<b>4:30 p.m.</b>	<b>IDs made for lecturers 5:00-6:00 p.m.)</b>	<b>Dean of the Division of Student Success and Academic Advancement or designee</b>
	<b>5:00 p.m.</b>	<b>Greet lecturers and record attendees as they arrive.</b>	<b>Combs /Wann</b>
	<b>5:30 p.m.</b>	<b>Buffet begins.</b>	
	<b>6:15 p.m.</b>	<b>Welcome</b>	<b>Vice President of Academic and Student Services</b>
	<b>6:30 p.m.</b>	<b>Program begins.</b>	
<b>Day following event</b>		<b>Remove tables and restore room to original set-up by 8 a.m.</b>	<b>Maintenance</b>
<b>2020 Jan 4</b>		<b>List of adjunct faculty provided to the Director of Learning Resources and Distance Learning and Building and Grounds Supervisor.</b>	<b>Combs</b>
<b>Jan 7</b>		<b>Send memo notifying appropriate administrators of absentees.</b>	<b>Combs</b>
<b>Jan 14</b>		<b>All lecturers not attending program are contacted.</b>	<b>Deans, Assistant Vice President of Workforce Services and Technical Studies</b>
<b>Jan 31</b>		<b>Evaluate program</b>	<b>Vice President's Council</b>

# **WORKING CALENDAR FOR LOCAL FUNDS BUDGET 2019-2020 ACADEMIC YEAR**

November 18	Local Funds budget presented to the College Board for approval.
January 3	Vice President of Financial and Administrative Services prepares enrollment breakdown to be sent to political subdivisions for their budgeting forwarded to Office of the President.
January 6-10	President's Office sends letter to political subdivisions for local funds with copy of enrollment breakdown.
June 3	Office of Vice President of Financial and Administrative Services prepares bills for political subdivisions for local funds and forwards to President's Office.
June 8-12	Bills for local funds sent to political subdivisions.

# **WORKING CALENDAR FOR MULTI-YEAR CONTRACTS**

## **2019 - 2020 Academic Year**

December 5	President announces number of administrators on the Ad Hoc Multi-year Appointment Committee.
December 6	Vice President of Academic and Student Services distributes list of faculty eligible for multi-year appointments to Deans, Directors, and the Assistant Vice President of Workforce Services and Technical Studies.
January 2	Faculty complete selection of representatives to the Ad Hoc Multi-year Appointment Committee.
January 10	All recommendations for faculty eligible for multi-year appointments due from Deans, Directors, and the Assistant Vice President of Workforce Services and Technical Studies to the Vice President of Academic and Student Services.
January 13	Vice President of Academic and Student Services schedules meeting of Ad Hoc Multi-year Appointment Committee.
February 7	Chair of the Ad Hoc Multi-year Advisory Committee submits recommendations to President with a copy to the Vice President of Academic and Student Services.

- February 7
- Chair of the Ad Hoc Multi-year Advisory Committee collects all confidential materials, including committee packets, from all committee members and returns them to the Vice President of Academic and Student Services.
- Administrative Assistant to the Vice President of Academic and Student Services shreds committee packets.
- February 13
- President completes final action on multi-year appointment recommendations.
- February 21
- Executive Assistant to the President forwards documentation to Human Resources Officer to update HRMS and to file material in individual personnel folder.



# WORKING CALENDAR FOR OVERLOADS

## 2019 - 2020 Academic Year

### FALL SEMESTER 2019

September 18                      Deans send to the Vice President of Academic and Student Services a list of potential faculty overloads.

The Assistant Vice President of Workforce Services and Technical Studies prepares a list of potential faculty overloads.

October 3                          Vice President of Academic and Student Services and the Assistant Vice President of Workforce Services and Technical Studies verify in writing the acceptance of potential overloads for faculty.

### SPRING SEMESTER 2020

January 23                        Deans send to the Vice President of Academic and Student Services a list of potential faculty overloads.

The Assistant Vice President of Workforce Services and Technical Studies prepares a list of potential faculty overloads.

February 6                        Vice President of Academic and Student Services and the Assistant Vice President of Workforce Services and Technical Studies verify in writing the acceptance of potential overloads for faculty.

## **SUMMER TERM 2020**

June 26

Deans send to the Vice President of Academic and Student Services a list of potential faculty overloads.

The Assistant Vice President of Workforce Services and Technical Studies prepares a list of potential faculty overloads.

July 3

Vice President of Academic and Student Services and the Assistant Vice President of Workforce Services and Technical Studies verify in writing the acceptance of potential overloads for faculty.

# **WORKING CALENDAR FOR PROMOTIONS**

## **2019 - 2020 Academic Year**

May 10	Promotion requirements have been discussed at each faculty member's evaluation conference.
October-November	Personnel folders of faculty reviewed by supervisors to determine promotion eligibility.
November 15	Recommendations for all promotions with VCCS-10's attached are due to the Vice President of Academic and Student Services from supervisors.
December 6	Recommendations for all promotions due from the Vice President of Academic and Student Services, and the Assistant Vice President of Workforce Services and Technical Studies are submitted to the President.
December 19	President completes actions on faculty promotions.
January 3	Executive Assistant to the President notifies individual of approval by memo and forwards documentation to Human Resources Officer to update HRMS and to file material in individual personnel folder. Copy of notification also sent to Public Relations (catalog) and the Vice President of Academic and Student Services.

# REGISTRATION

## 2019-2020 Academic Year

### Advising by Appointment and Registration for

Fall Semester 2019 .....	April 1-August 21
Payment of Tuition .....	June 1-August 21
Classes Begin .....	August 22
Swaps/Drops Only .....	August 22-23, 26-28
Last Day to Withdraw with Full Tuition Refund .....	September 9
Last Day to Withdraw without Mitigating Circumstances ("W" grade issued) .....	November 1

### Advising by Appointment/Registration/Payment of Tuition for

Spring Semester 2020 .....	November 1-December 10; January 2-3, 6-7
Payment of Tuition .....	November 1-January 7
Classes Begin .....	January 7
Swaps/Drops Only .....	January 8-10, 13-14
Last Day to Withdraw with Full Tuition Refund .....	January 24
Last Day to Withdraw without Mitigating Circumstances ("W" grade issued) .....	March 23

### FULL SUMMER SESSION 2020:

Advising by Appointment .....	April 1 –May 22
Registration and Payment of Tuition .....	April 1-May 22
Last Day to Add Classes .....	May 22
Classes Begin .....	May 26
Swaps/Drops Only .....	May 26-28
Last Day to Withdraw with Full Tuition Refund .....	June 3
Last Day to Withdraw without Mitigating Circumstances ("W" grade issued) .....	July 6

**FIRST SUMMER SESSION 2020:**

Advising by Appointment .....	April 1 –May 22
Registration and Payment of Tuition .....	April 1-May 22
Last Day to Add Classes .....	May 22
Classes Begin .....	May 26
Swaps/Drops Only .....	May 26-27
Last Day to Withdraw with Full Tuition Refund .....	May 29
Last Day to Withdraw without Mitigating Circumstances (“W” grade issued) .....	June 15

**SECOND SUMMER SESSION 2020:**

Advising by Appointment .....	April 1 – June 29
Registration and Payment of Tuition .....	April 1-June 29
Last Day to Add Classes .....	June 29
Classes Begin .....	June 30
Swaps/Drops Only .....	June 30 - July 1
Last Day to Withdraw with Full Tuition Refund .....	July 6
Last Day to Withdraw without Mitigating Circumstances (“W” grade issued) .....	July 20

.....  
Advising by Appointment/Registration for

Fall Semester 2020 ..... April 1 until Fall Semester Classes begin

# WORKING CALENDAR FOR *STUDENT HANDBOOK/PLANNER*

## 2019 - 2020 Academic Year

September 30	Dean for the Division of Student Success and Academic Advancement initiates review and revising process for <i>Student Handbook/Planner</i> . Public Relations Director uploads Word file to Microsoft Planner for review and editing.
November 4	Dean for the Division of Student Success and Academic Advancement submits final copy of <i>Student Handbook/Planner</i> content to Vice President of Academic and Student Services for review.
November 18	Dean for the Division of Student Success and Academic Advancement with assistance from Graphic Designer and Public Relations Office submits final copy of <i>Student Handbook/Planner</i> to printing company.
March 16	Completed <i>Student Handbook/Planner</i> returned to Dean for the Division of Student Success and Academic Advancement for on-campus distribution.

# **WORKING CALENDAR FOR SUMMER TEACHING**

## **2019 - 2020 Academic Year**

November 14	Deans survey faculty to see who is available for Summer Session.
December 13	Deadline for faculty to notify their respective division dean in writing if they are unable to accept an instructional assignment within the employment criteria for the following Summer Session.
June 3	Faculty loads for summer are finalized with Vice President of Academic and Student Services.

# **WORKING CALENDAR FOR ORDERING TEXTBOOKS**

## **2019 - 2020 Academic Year**

October 3	Spring Semester textbook orders deadline.
December 3	Deans and Assistant Vice President of Workforce Services and Technical Studies submit updated Spring Semester textbook orders to Bookstore.
March 6	Summer Session textbook orders deadline.  Fall Semester book orders that are ready.
April 17	Fall Semester textbook orders deadline.
May 22	Deans and Assistant Vice President of Workforce Services and Technical Studies submit updated Summer Session textbook order to Bookstore.
June 22	Deans and Assistant Vice President of Workforce Services and Technical Studies submit updated Fall Semester textbook order to Bookstore.



# MISCELLANEOUS DATES NOT INCLUDED IN SPECIFIC WORKING CALENDARS

## 2019 - 2020 Academic Year

August 1	<p>President submits academic calendar for 2019-2020 to Chancellor.</p> <p>Letter with Fall Start-up information mailed to full-time faculty and staff from the President.</p> <p>The Dean of Arts, Sciences and Business begins planning activities to commemorate Constitution Day.</p>
September 6	<p>Dean of Student Success and Academic Advancement distributes copies of admissions policy modifications approved by Student Services Council to Vice President's Council for review.</p>
October 2	<p>Agenda items and required support material with cover listing of agenda topics for October Curriculum Committee meeting due to the Vice President of Academic and Student Services in hard copy and via email (<i>Word file attachments except DCC 102A and VCCS 102</i>) from Deans, the Assistant Vice President of Workforce Services and Technical Studies, and the Director of Planning, Effectiveness and Research.</p>

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| October 9  | Office of Vice President of Academic and Student Services prepares information regarding mid-term grades for distribution to full and part-time faculty.   |
| October 21 | Dean of Student Success and Academic Advancement submits revised admission policy as approved by Student Services Council and Vice President's Council.  |
| November 1 | <p>President prepares goals and objectives for presentation to the College Board at the November meeting.</p> <p>Nominations for honor degree recipients due to President to be presented to College Board for approval.</p> |
| December 2 | Office of the President mails the Holiday Luncheon Invitation to the College Board, faculty and staff, and retirees.   |
| December 3 | President's office makes arrangements for Annual Awards Luncheon; Business Office orders gifts selected by those receiving Service Awards.   |

## 2020

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| January 3  | The President submits request for honorary degrees to the Chancellor for approval by the State Board for Community Colleges.  |
| January 31 | Annual Certification Letter and Reports ( <i>VCCS Policy Manual</i> ): The Executive Director of the DCC Educational Foundation shall on an annual basis submit a report on |

Foundation activities for the most recent fiscal year to the Chancellor, the President of the institution, Vice Chancellor for Institutional Advancement, and the Vice Chancellor of Administrative Services at the VCCS. Foundations with fiscal year-end dates of June 30 shall provide this information by the following February 1. The annual update shall include the following items:

- a. A copy of audited financial statements for the most recent fiscal year including a complete set of financial statements and independent audit opinion.
- b. A letter that certifies compliance with the following requirements:
  - (1) A current copy of this VCCS policy has been circulated among all members of the Foundation Board;
  - (2) The Foundation Audit Committee has met and reviewed the findings of the annual audit of the financial statements.
  - (3) The annual Foundation budget has been approved by the Foundation's governing board and has been provided to the College President or designee.
  - (4) Compensation of any kind which the Foundation has provided to college employees has been approved by the President, and in case of College Presidents, approved by the VCCS Chancellor prior to payment.,
  - (5) Any plans for the College to borrow funds from the Foundation, change its Articles of Incorporation, or make changes in the nature, scope, or purpose of the Foundation will not take place without prior written approval from the appropriate authorities (State Board, Treasury Board, and Attorney General's Office, as may be deemed applicable);
  - (6) The State Board has been notified of any planned major capital expenditure;

- (7) The State Board has been notified of any audit or review by tax authorities or action taken, or threatened action, that would adversely affect the tax-exempt status of the Foundation or affiliate.

This certification letter must address each of the items identified above and indicate if a particular item was not applicable to the reporting year.

- c. Other items (attachments to Certification Letter):
- a. A copy of the Foundation's most recent IRS Form 990;
  - b. A detailed list of compensation of any kind which the Foundation has provided to college employees, as well as any prize and/or award paid to any college employee or member of the employee's immediate family, whether in the form of cash or property or the use of cash or property;
  - c. A detailed list of all private firms responsible for managing or investing the Foundation's or affiliate's assets and the fee paid for such services;
  - d. A copy of any proposed changes to the Foundation's Articles of Incorporation or a statement of any plans for a change in the scope of activities;
  - e. A copy of a joint operating agreement between the Foundation and the college or the Foundation and the System outlining the means the entities will use to follow this policy.

The certification letter must address each of the items identified above and indicate if a particular item was not applicable to the reporting year.

The Foundation shall provide to the President of the College all minutes of regular and Executive Session meetings of its governing board.

The Foundation shall report on a mutually agreed schedule to the College President regarding its financial position and capital expenditures, with special emphasis upon transactions between the Foundation and the College, as well as transactions affecting Foundation employees and/or Trustees.

The Foundation shall provide annual disclosure to the public its service region of the names of individuals serving on its Board of Directors.

February 3                      The Vice President of Academic and Student Services notifies all College personnel that nominations for the Outstanding Faculty Member of the Year award are being accepted.

Nominations of retiring faculty for Professor Emeritus are due to the Vice President of Academic and Student Services.

February 13                    President submits date, time, and speaker for commencement to the Chancellor.

Nominations of retiring faculty for Professor Emeritus due to President from Vice President of Academic and Student Services.

February 14                    Office of Vice President of Academic and Student Services prepares information regarding mid-term grades for distribution to full and part-time faculty.

The Vice President of Academic and Student Services submits justification to VCCS personnel for all nine-month administrative and twelve-month teaching positions.

February 24	The Outstanding Faculty Member of the Year Selection Committee forwards the name of the recipient to the Vice President of Academic and Student Services with a copy to the President.
March 2	President prepares presidential objectives for submission to the College Board at their March meeting.
March 6	President's office notifies area high school principals of College Board scholarships.
March 13	The Vice President of Financial and Administrative Services requests the Chair of the Classified Staff Steering Committee to notify all College personnel that nominations for the Outstanding Staff Award are being accepted.
March 18	<p>President reviews final consolidated needs budget with President's Executive Cabinet.</p> <p>Deans and the Assistant Vice President of Workforce Services and Technical Studies update catalog year for tracking purposes.</p>
April	The President submits review of the current year's planning process to the College Board and Chancellor.
April 3	The Vice President of Academic and Student Services submits justification to VCCS personnel for all nine-month administrative and twelve-month teaching positions.

April 17	Outstanding Classified Staff Award Selection Committee submits name of recipient to the President.
	The Coordinator of Admissions, Enrollment Management and Student Outreach begins planning student and parent orientations.
May	The Vice President of Financial and Administrative Services distributes budgets to appropriate functional area managers.
May 13	Annual Service Awards Luncheon, 12 Noon, Oliver Hall
May 15	Executive assistant to the President orders gifts for retiring College Board members to be presented at the June meeting.
June 30	Vice President of Financial and Administrative Services updates organizational charts and loads them on the College website.