Thomas Nelson Community College

Hampton Campus
99 Thomas Nelson Drive
Hampton, Virginia 23670

Historic Triangle Campus
4601 Opportunity Way
Williamsburg, Virginia 23831

Serving the cities of:

Hampton • Newport News • Poquoson • Williamsburg

and the counties of:

York • James City

Virginia’s Community Colleges System (VCCS)

Approved by the
Thomas Nelson Community College Board:
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### Appendix

List of Virginia’s Community Colleges
1.0 The Virginia’s Community College System

State Board for Community Colleges

The State Board for Community Colleges is the body responsible for the control, administration, and supervision of all public community colleges in the Commonwealth of Virginia. It is the governing board for the Virginia’s Community College System (VCCS), and Thomas Nelson Community College.

The State Board consists of 15 members appointed by the governor subject to confirmation by the General Assembly. The members are charged with the responsibility of serving the best interests of the whole state. A principal objective of this Board is to provide and maintain a system of comprehensive community colleges through which appropriate educational opportunities and programs shall be made available throughout the state. In providing these offerings, the State Board recognizes the need for excellence in all curricula and endeavors to establish and maintain standards appropriate to the various purposes the respective programs are designed to serve.

The State Board has the right to confer diplomas, certificates, and associate degrees. It also establishes the policies providing for the creation of the Thomas Nelson Community College Board and the procedures and regulations under which the local board operates.

The Chancellor

The Chancellor is the chief executive officer of the Virginia’s Community College System and is appointed by the State Board for Community Colleges.

It is the duty of the Chancellor to formulate such rules and regulations and provide such assistance in his office as will be necessary for the proper performance of the system. The State Board prescribes the duties of the Chancellor in addition to those duties otherwise prescribed for him by law; and, in its discretion, approves the appointment by the Chancellor of such agents and employees as may be needed by the Chancellor in the exercise of the functions, duties, and powers conferred and imposed by law in order to effect a proper organization to carry out these duties.

Colleges of the Virginia’s Community College System

See Appendix A for a current list of the 23 colleges in the Virginia’s Community Colleges System with names of the Presidents, their mailing addresses and telephone numbers.
2.0 Thomas Nelson Community College

2.1 Charge and Mission Statement

The charge to Thomas Nelson Community College by the Virginia’ Community College System is to function within the geographic region encompassed by the Cities of Hampton, Newport News, Poquoson and Williamsburg, and the Counties of York and James City, and in those areas assigned to it by law, primarily through the operation of a comprehensive program of instruction extending not beyond the associate degree level.

Thomas Nelson Community College is dedicated to the belief that individuals should be afforded the continuing opportunity to develop their skills and knowledge to the highest possible level and should be made aware of their roles as contributing members of society. The college serves the educational needs of its geographic region and assumes a responsibility for helping meet the requirements for trained manpower through cooperation with local industry, business, government, and the professions.

To meet its established goals, the college offers various post-secondary school programs to anyone who has a high school diploma or its equivalent or is at least 18 years of age and can benefit from the programs which are offered. In addition, the college maintains an extensive guidance, counseling, and testing program along with other student services designed to help students make sound decisions regarding their educational, occupational, and personal objectives.

Because an increasingly dynamic and complex society presents new and often unforeseen demands on its members, the college provides Workforce Development Training and Continuing Education to train or retrain individuals for employment or advancement and to enrich the lives of those individuals who wish to pursue courses of study to satisfy a need for personal growth.

In carrying out its charge, Thomas Nelson Community College recognizes its obligation to reflect and influence the social, economic, cultural, and intellectual aspirations of the community it serves.

The college’s specific Vision and Mission Statements as found in the 2015 Strategic Plan:

TNCC Board Mission Statement

The mission of the Thomas Nelson Community College Board is to serve as a liaison between the College President, Community, and the Virginia State Board for Community Colleges; and to perform the duties and responsibilities assigned by the Virginia State Board for Community Colleges. (Adopted 4/2010)

TNCC Board Vision Statement

The Thomas Nelson Community College Board will be an advocate within the local and state communities to secure support and resources for TNCC. (Adopted 4/2010)
2.2 Educational Program Goals

A. To offer associate degree programs to prepare individuals for careers as technical and paraprofessional workers.

B. To offer associate degree programs to prepare individuals for transfer as upper-division students to baccalaureate degree programs in four (4) year college.

C. To offer diplomas and certificate programs to prepare individuals for careers as technicians, skilled, and semi-skilled workers.

D. To offer post-secondary school developmental programs to prepare individuals for other instructional programs.

E. To offer student development services through counseling and guidance, shall assist individuals with decisions regarding occupational, educational and personal goals.

F. To offer workforce development training programs where specific employment opportunities are available in new or expanding businesses, industries, and professions.

G. To offer continuing education programs to provide educational opportunities for individuals who wish to continue and expand their learning experiences. Such programs may include credit and non-credit courses, seminars, and workshops.

2.3 Programs

Thomas Nelson Community College is a comprehensive institution of higher education offering programs of instruction generally extending no more than two years of full-time study beyond the high school level.

A. Occupational-Technical Education. The occupational and technical education programs are designed to meet the increasing demand for technicians, paraprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. The curricula are planned primarily to meet the needs for workers in the region being served by the college.

B. University Parallel-College Transfer Education. The university parallel-college transfer program includes college freshman and sophomore courses in arts and sciences as well as pre-professional programs meeting acceptable standards. The course sequences in this program are designed for transfer of credit to universities and other colleges in the state system.
C. *General Education.* The programs in general education encompass the knowledge, skills, and attitudes needed by each individual to be effective as a person, a worker, a consumer, and a citizen.

D. *Continuing Education.* These programs are offered to enable the adults in the region to continue their learning in degree and non-degree work offered during the day and evening hours.

E. *Developmental Studies.* Developmental programs are offered to help prepare individuals for admission to the occupational-technical program and to the university college-parallel transfer program in the community college. These programs are designed to help develop the basic skills and understanding necessary to succeed in other programs of the community college.

F. *Special Training.* Special training may be provided where specific job opportunities are available for new and expanding industries. This special training shall be coordinated with Virginia’s economic expansion efforts and with the needs of employers.

G. *Specialized Regional and Community Services.* The facilities and personnel of the college are available to provide specialized services to help meet the needs of the region. This service includes non-classroom and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.

H. *Cooperative Education.* Cooperative education is an academic program designed to provide the student with actual and practical work experience which carries College credit for a supervised, paid, learning program with a participating employer. The main objective of Co-op is to bridge the gap between theory and practice by allowing the student to apply skills learned on campus to practical on-the-job learning situations. It is generally up to the individual student to determine if Co-op will enhance his particular academic program with the cooperation and advisement advice of his/her faculty adviser. Students enrolled in Co-op will gain valuable experience—not only in the actual job function, but also in their introduction to the world of work.

2.4 *Mission Review*

Thomas Nelson Community College is committed to the use of strategic visioning and planning and, on a five year basis, the Strategic Plan is updated. The mission and vision statements and goals and initiatives of the college are evaluated by various constituencies (faculty, staff, administrators and students) within the institution. The recommended revised plan is reviewed by the College Council and approved by the President and the Board. College Board members serve on the review team and participate in focus groups.
3.0 The Thomas Nelson Board

The Thomas Nelson Local Board. For list of current Local Board members, please visit http://tncc.edu/about-2/presidents-welcome/thomas-nelson-local-college-board/.

3.1 Authority for Establishment

Title 23, Chapter 16, Section 23-220 of the Code of Virginia makes the following provisions:

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

3.2 Duties and Responsibilities

Section 2A.IX.D.7 of the VCCS Policy Manual includes the following provisions:

A College Board shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board for Community Colleges. 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 for Community Colleges.

The specific duties of a College Board include the following:

A. The College Board shall elect a Chairman 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 for Community Colleges and the governing bodies of the local political subdivisions.

C. The College Board shall submit its recommendations to the State Board for Community Colleges 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.

D. The College Board shall provide recommendations to the State Board for Community Colleges on the development of the site plan and on the design, and construction, of facilities for the community college.
E. The College Board shall participate with the Chancellor of the Virginia Community College System and the State Board for Community Colleges in the selection, evaluation and removal of the President of the community college in accordance with procedures adopted by the State Board for Community Colleges.

F. The College Board shall participate with the college President, the Chancellor and the State Board for Community Colleges, in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board for Community Colleges.

G. The College Board shall be responsible for eliciting community participation in program planning and development, establishing local citizen’s advisory committees for specialized programs and curricula, and approving the appointment of all members to 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 for Community Colleges. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the State Board for Community Colleges.

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. (This function has been delegated through the President of the college to the Vice President for Workforce Development.)

J. The College Board shall make recommendations concerning the biennial budget program proposal for the community college as prepared by the college President within the State Board guidelines and shall submit this program proposal to the State Board for Community Colleges for action; 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. (This provision is required only if initiated by the Chancellor of the Virginia Community College System.)

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 Community Colleges 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 subdivision and the State Board for Community Colleges at the end of the fiscal year. (This provision for reporting to the State Board for Community Colleges is required only if initiated by the Chancellor of the Virginia Community College System.)
L. 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 guidelines established by the State Board for Community Colleges. The College Board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.

M. 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. (If required to do so.)

N. The College Board shall be informed of personnel matters by the college President.

O. 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 for Community Colleges.

P. The College Board shall be responsible for reviewing and approving a written annual report regarding the operation of the college as prepared by the college President in conformity to general guidelines of the State Board for Community Colleges. This report shall be in the hands of the Secretary of the State Board for Community Colleges no later than three months after the end of the fiscal year. (This provision is required only if initiated by the Chancellor of the Virginia Community College System.)

3.3 Composition of the Board

The Thomas Nelson Board consists of 14 members: four (4) from the City of Hampton, four (4) from the City of Newport News, one (1) from the City of Poquoson, one (1) from the City of Williamsburg, two (2) from the County of York, and two (2) from James City County.

3.4 Length of Terms of Board Members

A. Members shall be appointed for a term of four (4) years. No person having served on the College Board for two successive four (4) year terms shall be eligible for reappointment for two (2) years thereafter. However, a person appointed to fill a vacancy may serve two (2) additional successive terms.

B. In accordance with policy of the State Board for Community Colleges, the anniversary date for members of the Board is July 1.
3.5 **Compensation of Board Members**

A. Members of the College Board shall not receive remuneration for service.

B. Reimbursement will be made according to state travel guidelines for all official travel on behalf of the College.

3.6 **Removal and Replacement of Board Members**

A. Section 2A.IX.D.3.e of the VCCS Policy Manual deals with the establishment and operation of the comprehensive community colleges of Virginia and includes the following:

   “Failure to attend meetings of the College Board shall constitute cause for the removal and replacement of a College Board member. The community College Board shall make this determination and if it is determined that it is in the best interest of the college to have a replacement, the College Board shall notify the appropriate sponsoring political subdivision of the need for a replacement.”

B. Members are expected to attend all meetings but may be excused by the Board Chair. Generally, if a member has three consecutive unexcused absences or misses 40% or more of the meetings during the fiscal year and is not excused, he/she shall be notified in writing by the Board Chair that the matter will be presented to the Board, in closed meeting, at the next College Board meeting.

C. This notice shall inform the member that he/she may present such justification as he/she may desire or the member can offer to resign.

D. The College Board will make its determination and, if appropriate, instruct the Chair to notify the jurisdiction concerned for the need for replacement.

3.7 **Reallocation of Board Membership**

A. The VCCS Policy Manual, Section 2A.IX.D.5 provides for the following:

   “In the event that any political subdivision wishes to reallocate the positions on a local board because of changing conditions, it shall notify the local Community College’s Board and the State Board in writing of its desires and reasons for change. The same procedure used to establish the original ad hoc committee shall be instituted to establish an ad hoc committee to determine the number of members on the local Community College Board and the reallocation of these members among the local political subdivisions(s) sponsoring the college.”
B. The Board itself may determine the need for a change in number or reallocation of its membership. Upon approval of two-thirds of the total membership of the Board, the Chair shall notify the sponsoring political subdivision(s) following the procedure as outlined in item “A” above.

3.8 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. A member whose term of office has expired and who is eligible for reappointment shall continue in office until the member is reappointed or a successor is named. A member who is not eligible for reappointment shall discontinue service on the College Board until the current term expires.

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.

3.9 Distribution of Representation

The College Board should be representative of the industries, businesses, and professions of the region. To ensure appropriate distribution of representation, the State Board for Community Colleges established the list of employment categories which may be found in the Virginia’s Community College Policy Manual. (See Section 2A-4.D6, Distribution of Representation. (1991). In Virginia’s Community College System)

“The college board membership distribution should be representative of the industries, business, 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 the following Table 2A-1 to assist and guide the College Board Chairman and local government jurisdictions in the selection and appointment process. The President and College Board Chairman should work closely with the local jurisdictions in order to maintain a membership distribution representative of the college service area.”

3.10 Officers of the College Board

A. The officers of the College Board shall be a Chair and a Vice-Chair.

B. The officers of the College Board shall be elected annually, by simple majority, at the regular meeting of the Board in September. The term of office shall be for one (1) year, beginning October 1. Incumbent officers shall be eligible for re-election.

C. Officers of the College Board may be removed from office by a vote of two-thirds (2/3), of the total membership of the Board.
3.11 Assignments of Board Members

A. Committees

There shall be three (3) standing committees of the Board: Executive, Finance and Municipal Liaison (FAML), and Curriculum, Instruction, and Student Services Committee (CISS). Board members may select the committee on which they would like to serve. In case of a major imbalance on committee selections, the Board Chair shall resolve this imbalance by reassigning members, as necessary.

1. The Executive Committee consists of four members: the Board Chair, the Board Vice-Chair, and the Chairmen of each of the standing committees. This committee receives (1) personnel information brought to it by the President or Board members, (2), handles personnel matters affecting the President including his/her performance evaluation, and (3) reviews Thomas Nelson audit reports.

2. The Finance and Municipal Liaison Committee (FAML), consists of at least three members and deals with plans for local capital projects, site development, local funds budgets, including the student activity fees budget, the operating budget, and relationships with local boards of supervisors and city councils. Recommendations are made to the full Board. The Vice President for Finance and Administration will provide staff support for this committee.

3. The Curriculum, Instruction and Student Services Committee (CISS), is made up of at least three members. The committee reviews proposals for initiating or discontinuing curricula, suggestions for members to serve on program advisory committees, local regulations on student conduct and initial review and approval of the Student Activities Budget. Recommendations are made to the full Board. The Vice President(s) responsible for Academic and Student Affairs will provide staff support for this committee.

4. Any member of the College Board may attend any meeting of any committee representing the Board, including closed meetings. Only members appointed to committees shall vote on committee actions. All members of the Board shall receive five (5) days’ notice of any meeting to be held by members of the Board.

B. TNCC Educational Foundation

At least one member, but not more than two members, of the Thomas Nelson Local Board will be appointed to serve as a liaison to and an ex-officio (voting) member of the board of directors of the Thomas Nelson Community College Educational Foundation, Inc.
3.12 Meetings of the Board

A. Regular scheduled meetings of the Board shall be held on the fourth Wednesday at 6:00 p.m. every other month. The Board will not meet in the months of July, August, October and November, (This plan was endorsed by the Local College Board at its April 28, 2010 meeting).

B. Special meetings of the Board shall be held at the call of the Chair or upon petition of a simple majority of the members of the Board.

C. All 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 the said section.

D. A simple majority of eight (8) members of the Board shall constitute a quorum for all regular meetings.

E. The President of the college shall serve as Secretary to the Board.

F. Persons may request that an item be placed on the agenda by notifying the Secretary to the Board at least fifteen (15) calendar days prior to the meeting. If the Secretary to the Board believes a requested item may not be appropriate as an agenda topic, a decision regarding the topic will be made by the Executive Committee.

G. The Secretary to the Board, or his/her designee, shall keep such minutes and records as are necessary to set forth clearly all actions and the 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 of the Board and shall be kept as public record in the custody of the Office of the President.

3.13 Conflict of Interest

The VCCS Policy Manual, Section 3.2 Section 3.3.3.b.2 contains the following statement:

“Each community college is prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the College Board, including the member's spouse or a member of the immediate family.”

Each Board member is required to submit a Financial Disclosure Form each year and to be certified every two years for Conflict of Interest training under the provisions of Section 2.2-3114 of the Code of Virginia.

4.0 The President of Thomas Nelson Community College

4.1 Duties and Responsibilities

The VCCS Policy Manual includes the following concerning the duties and responsibilities of the President:

A. Organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, the Virginia Community College System, and the local community College Board. Thomas Nelson's organizational chart may be found at http://tncc.edu/wp-content/uploads/2014/06/2014-TNCC-Org-Chart-Final.pdf.

B. Serving as secretary to the local community College Board.

C. Providing leadership and supervision for the total community college program including the following:

1. Instructional program of occupational-technical education, liberal arts and sciences, general education, adult education, preparatory foundations program, special training programs, and community services.

2. Student Services, including guidance and counseling services.

3. Budgeting and other financial operations.

4. Campus development including sites and facilities.

5. Research and reports.

6. Staff recruitment and development.
D. Representing the college at appropriate local, state, and national events.
E. Developing effective regional and community relations with other organizations and individuals.
F. Maintaining professional activities for self-development and for educational leadership of the college staff.
G. Serving as an ex-officio member of all local community College Board committees.

4.2 Evaluation of the President

The VCCS Policy Manual, Section 3.15.2.0 through Section 3.15.3.0, contains the following provisions:

A. Purpose

The purpose of Presidential evaluation is the improvement of performance, both individual and institutional.

Improvement of performance is a continuing process, a concept consistent with the premise that education, or learning, should be lifelong. It is consistent, too, with the reality that communities and people change over time giving rise to new and different conditions and needs to which the community college should be responsive.

B. Objectives

The objectives of annual Presidential evaluations are:

1. To provide the individual President with a formal statement on the adequacy of the President’s performance based on predetermined measures;

2. To provide the College Board and the Chancellor with an appropriate mechanism for setting and monitoring progress toward attaining specified goals/objectives;

3. To provide the State Board with an appropriate mechanism for assuring the evaluation of management personnel; and

4. To identify serious problems that may require special attention.
C. Conditions

The Virginia Community Colleges are accountable to the State Board for Community Colleges for compliance with system and state policy and for judicious management of resources.

The individual college is responsible to its College Board for assuring that its mission, and its programs and activities, are based on and consistent with local needs, interests, and aspirations.

The position of President, as is defined by the State Board, includes reporting relationships to the College Board and to the Chancellor.

The role of President, is defined, in large measure, by the interaction and interrelationships between the individual President and the communities and constituencies comprising the individual college, and is situationally determined.

The President is singularly qualified and located to judge the performance of the institution and to be judged by the same.

D. Evaluation Plan

The President shall be evaluated annually. The annual evaluation shall be prepared in letter form by the Chancellor. It shall have as its basis, two independent assessments of the President’s accomplishments conducted separately by the College Board and the Chancellor. As a minimum, the evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment:

1. College Board’s Evaluation

The evaluation of the President by the College Board shall be conducted by an appropriately designated board committee or individual working in conjunction with the President. The College Board and President, working together, shall define the procedure they will follow in determining the evaluation. The evaluation letter shall be reviewed with the President and shall be signed by the Board Chair and by the President and submitted to the Chancellor no later than May 1.

2. Chancellor’s Evaluation

The Chancellor shall prepare an evaluation of each President and shall review the evaluation with the President no later than the end of the fiscal year. Following their review of the evaluation, both the President and Chancellor shall sign the evaluation letter. The President is required to submit a self-evaluation to the Chancellor by May 1 of each year to be used in the Chancellor’s evaluation.
3. Predetermined Goals/Objectives

The Chancellor and the College Board, acting separately, shall establish with the President goals/objectives for the ensuing evaluation period. Once agreed upon, these goals/objectives shall serve as one basis for evaluation of performance. The College Board and President shall establish goals/objectives to be used in evaluating the President by the board. By April 1, the Chancellor shall provide the President with a copy of the Chancellor’s goals/objectives for the year. The Chancellor shall indicate to the President which goals/objectives should be included in the President’s goals/objectives. By May 1 the Chancellor and the President shall establish goals/objectives to be used in evaluating the President by the Chancellor for the ensuing evaluation period.

E. Evaluation Process

The evaluation process shall be as follows:

1. By September 1, the Chancellor shall provide the President with a copy of the Chancellor’s goals/objectives; the Chancellor shall have established with each President and confirmed to each, in writing, the goals/objectives upon which the President’s performance in the ensuing evaluation period shall be evaluated; and the appropriate committee/individual of the College Board shall have established with the President and have confirmed in writing the goals/objectives upon which the President’s performance shall be judged.

2. By May 1, the College Board shall have completed its evaluation of the President and submitted the appropriately signed evaluation letter to the Chancellor.

3. By June 1, the Chancellor shall have completed an evaluation of each President and reviewed it with the College Board’s evaluation and the President’s self-evaluation to identify significant disparities, if any. Where significant difference(s) in the Chancellor’s evaluation of the President as compared with the evaluation by the College Board are deemed to exist, the Chancellor shall seek to reconcile them.

4. In those instances where the Chancellor’s evaluation is irreconcilable with that of the College Board, the areas of difference shall be noted in the Chancellor’s evaluation letter and the President shall have the opportunity to file a rebuttal.
5. Copies of the Chancellor’s final evaluation of the President shall be directed by the Chancellor to the President, the Chair of the College Board and the President’s personnel file. In those instances where the Chancellor’s evaluation is irreconcilable with that of the College Board, the Chancellor’s evaluation with attachments and the President’s rebuttal, if any, shall be directed by the Chancellor to the President, the Chair and the College Board, and the President’s personnel file. The final evaluation of the President by the College Board shall also be directed by the Chancellor to the President’s personnel file.

4.3 Thomas Nelson Presidential Evaluation

The annual evaluation of the President of Thomas Nelson shall be conducted by a committee of the Board appointed by the Chairman of the Thomas Nelson Board and shared with the entire Board and the President in closed meeting. The basis of the evaluation will be an assessment of the President’s management and leadership effectiveness as well as the progress made on the accomplishment of goals which have been approved by the Board. The President will prepare a self-evaluation report which addresses how well the goals have been achieved.

- **September**: The President submits a written annual report for the preceding academic year.

- **January**: Evaluation information will be requested from administrators reporting to the President and from Presidents of college professional and student associations. The President prepares a self-evaluation report on accomplishment of goals to the Presidential Evaluation Committee of the College Board.

- **February**: Evaluations from the administrators and association leaders are sent to the Presidential Evaluation Committee of the College Board. The Presidential Evaluation Committee of the College Board reviews evaluation reports and materials and solicits other performance information from Board Members.

- **March - April**: The Presidential Evaluation Committee’s evaluation of the President’s performance is shared with the entire Board and the President in an closed meeting to follow the regular meeting of the Board.

- **May 1**: The Board’s evaluation report is sent to the Chancellor by the Board Chairman. The President submits a self-evaluation to the Chancellor.
June The President and the College Board will establish the goals/objectives upon which the President’s performance will be based for the next academic year. The President will receive the Chancellor’s evaluation during this time period.

4.4 Dismissal of the President

The College Board may initiate action for the dismissal of the President. The Chancellor may dismiss the President for just cause, such as incompetence, insubordination, inadequate performance of duties, misconduct, and financial exigency.

5.0 Instruction

5.1 Instructional Programs

All proposals for the establishment of instructional programs shall be reviewed and approved by the College Board for recommendation to the State Board for Community Colleges. In addition, all proposals for the discontinuation of programs must be approved by the College Board prior to submission to the State Board.

5.2 Occupational Advisory Committees

The Policy Manual governing—the establishment and operation of the comprehensive community colleges of Virginia makes the following provisions:

“Local advisory committees for specialized programs and occupational/technical curriculums shall be utilized in the establishment and evaluation of such programs and curriculums.”

The College Board is responsible for approving the establishment of occupational advisory committees and appointment of members thereto, upon recommendation of the President.

5.3 Community Service Programs

The board shall be alert to the need for community service programs and shall advise the President concerning such need.

5.4 Operational Policies and Procedures

Policies and procedures governing instruction and faculty-ranked personnel may be found in the Faculty Handbook.

Policies and procedures governing the operation of the college may be found in the Administrative Procedures Manual.
6.0 Student Services

6.1 Student Regulations

Regulations concerning admissions, records, student behavior, etc., may be found in the College Catalog of Information and Student Handbook.

6.2 Student Grievance Procedure

In order to provide students with a mechanism to resolve grievances, a detailed procedure has been developed and it may be found in the Student Handbook as well as the Faculty Handbook.

6.3 Student Conduct

In accordance with the duties and responsibilities of local boards, the College Board shall review and approve local regulations on student conduct.

7.0 Finance

7.1 Fiscal Year

The fiscal year of the college shall by from July 1 to June 30.

7.2 Local Funds Budget

In accordance with the VCCS Policy Manual governing the establishment and operation of the comprehensive community colleges of Virginia, the College Board shall review and approve a local funds budget for the College as prepared by the college President within State Board guidelines.

Accounting procedures have been established for the management of the college’s local funds and are contained in a separate document entitled, Thomas Nelson Community College Local Funds Manual.

7.3 Student Activity Fund

The President is authorized to establish a student activity fund which may receive revenue from students and other individuals, the bookstore, vending machines, and other approved activities for the purpose of funding the activities of the student body.

7.4 Audit of Local Accounts

The audits of local accounts shall be conducted by the VCCS audit division using previously agreed upon local fund accounting procedures. The report of such audits shall be reviewed by the College Board, if requested.
### 7.5 College Operating Budget

In accordance with the duties and responsibilities of local boards, the College Board shall review and make recommendations to the State Board concerning the biennial budget program proposal. The College Board shall be kept informed of the fiscal status of the college by the President, and shall receive summaries of the biennial financial plan and the annual spending plans, if the biennial budget process is in effect.

### 7.6 Tuition and Fees

Tuition and fees for all college programs, except community service programs, shall be established by the State Board for Community Colleges. In accordance with established VCCS policy, fees for community service programs shall be adequate to meet the cost of such programs plus generate a percentage to cover overhead.
8.0 Building, Site Development, and Planning

8.1 Selection of Architects

An Ad-Hoc Architect Selection Committee may review architectural engineering firms for campus master planning, building construction, and/or site development, and make appropriate recommendations to the College Board. The action of the Board concerning such recommendations shall be submitted by the President to the State Board for Community Colleges for approval and awarding of contract.

The Committee shall follow the guidelines as set forth in Chapter IV, Section 40.03 – Selection of the Architect or Engineer – in the Commonwealth of Virginia Capital Outlay Manual

Members of the Architect Selection Committee are the Board Chair, Vice-Chair, the President, Vice President for Administration and Finance, the Plant Services Director, a representative of the VCCS Department of Facilities and Engineering, and a college staff member.

8.2 Construction Plans

Preliminary outline drawing for building and/or site development shall be submitted to the College Board for review and action before final detailed drawings are undertaken. Plans approved by the Board shall be forwarded by the President to the Chancellor and State Board for Community Colleges.

The Financial and Municipal Liaison Committee (FAML), may review and approve, on behalf of the College Board, final plans, specifications, and bids for building construction and/or site development. They will be submitted by the President to the Chancellor for final approval by the state agencies concerned.

8.3 Change Orders

The President is authorized to approve, subject to coordination with the Virginia Community College System, all change orders to building construction and/or site development that do not exceed $50,000 in local fund costs and do not change the approved primary intended function of the space concerned.

8.4 Long Range Development

Long range plans for educational programs and campus development (either local or state capital projects) shall be submitted by the President to the College Board for review and approval. Action of the Board shall be submitted by the President to the Chancellor, if required.

The College Board, at the initiation of the President, shall authorize and fund a College Facilities Master-plan update every ten (10) years.
9.0 General Policies


A simple majority vote of the full membership of the Board may revise, amend, add, or delete provisions within this Policies and Procedures Manual at any official meeting, provided such proposed changes shall have been presented and discussed at a previous meeting at which a quorum was present.

9.2 Reaffirmation of Previous Decisions

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

9.3 Affirmative Action

The Thomas Nelson Community College Board stands committed to the maintenance and promotion of equal employment opportunity and affirmative action, and will continue to comply with the letter and intent of the College’s Affirmative Action Plan.

9.4 Legal Counsel

The Board may retain legal counsel through the Attorney General’s office to advise and represent the College Board and/or the administration regarding any and all legal matters pertaining to the administration, management, and operation of the college. In addition, the President and/or Board, individually or as a body, may retain independent legal counsel to represent them in any litigation arising from the performance of their official duties on behalf of the College. Reasonable fees for such legal service when rendered, shall be paid from local funds.
APPENDIX A

Find a Virginia Community College
With 23 colleges on 40 campuses across the Commonwealth, Virginia’s community colleges offer many educational choices.

Blue Ridge Community College
http://www.brcc.edu

Central Virginia Community College
http://www.cvcc.vccs.edu

Dabney S. Lancaster Community College
http://www.dslcc.edu

Danville Community College
http://www.dcc.vccs.edu

Eastern Shore Community College
http://www.es.vccs.edu

Germanna Community College
http://www.germanna.edu

J. Sargeant Reynolds Community College
http://www.jsr.vccs.edu

John Tyler Community College
http://www.jtcc.edu

Lord Fairfax Community College
http://www.lfcc.edu

Mountain Empire Community College
http://www.mecc.edu

New River Community College
http://www.nr.edu

Northern Virginia Community College
http://www.nvcc.edu/

Patrick Henry Community College
http://www.ph.vccs.edu

Paul D. Camp Community College
http://www.pdc.edu

Piedmont Virginia Community College
http://www.pvcc.edu

Rappahannock Community College
http://www.rcc.vccs.edu

Southside Virginia Community College
http://www.southside.edu

Southwest Virginia Community College
http://www.sw.edu

Thomas Nelson Community College
http://www.tncc.edu

Tidewater Community College
http://www.tcc.edu

Virginia Highlands Community College
http://www.vhcc.edu

Virginia Western Community College
http://www.virginiawestern.edu

Wytheville Community College
http://www.wcc.vccs.edu