



**TIDEWATER COMMUNITY COLLEGE BOARD**

**POLICIES  
AND  
PROCEDURES  
MANUAL w/By-  
Laws**

**June 2024**

The purpose of this manual is to delineate basic policies and procedures of the Tidewater Community College Board. It is based largely on the VCCS *Policy Manual*, the official document for policies and procedures of the Virginia Community College System. In all cases, the VCCS *Policy Manual* takes precedence over the College Board's *Policies and Procedures Manual*.

# TIDEWATER COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL

## TABLE OF CONTENTS

<b>SECTION I: NAME, MISSION, AND ORGANIZATION OF COLLEGE .....</b>	<b>1</b>
1.1 Name of College.....	1
1.2 Mission of College .....	1
1.3 Organizational Chart of College Board and College.....	3
1.4 Approval and Accreditation .....	4
1.5 Statement on General Education .....	5
<b>SECTION II: COLLEGE BOARD AND PRESIDENT.....</b>	<b>6</b>
2.1 Authority for Establishment of College Board .....	6
2.2 Duties and Responsibilities of College Board .....	7
2.3 Composition of the College Board.....	10
2.4 Length of Terms of College Board Members .....	11
2.5 Orientation of College Board Members .....	11
2.6 Compensation of College Board Members.....	11
2.7 Removal and Replacement of College Board Members .....	12
2.8 Reappointments and Vacancies of College Board Members.....	12
2.9 Reallocation of College Board Membership.....	13
2.10 Distribution of Representation .....	13
2.11 Committees of College Board.....	15
2.12 Meetings of College Board.....	15
2.13 Contact with State Board for Community Colleges .....	16
2.14 Responsibilities and Authority of College President.....	16
2.15 Presidential Evaluation Procedure.....	18
2.16 Conflict of Interests .....	20
<b>SECTION III: GENERAL POLICIES .....</b>	<b>20</b>
3.1 Reaffirmation of All Motions and Decisions of Previous Boards .....	20
3.2 Equal Opportunity and Nondiscrimination.....	21
<b>SECTION IV: CURRICULUM-RELATED POLICIES.....</b>	<b>22</b>
4.1 Academic Programs .....	22
4.2 Program Advisory Committees .....	22
<b>SECTION V: FISCAL POLICIES FOR LOCAL BOARD FUNDS .....</b>	<b>22</b>
5.1 Funding Sources .....	22
5.2 Local Funds Budget .....	23
5.3 Local Funds Budget Review, Approval, Management & Reporting ..	24
5.4 Audit of Local Operations .....	24

<b>SECTION VI: FISCAL POLICIES FOR STATE, FEDERAL, AND SCHOLARSHIP FUNDS .....</b>	<b>25</b>
6.1 State Operating Budget.....	25
6.2 State Capital Outlay Planning.....	25
6.3 Tuition.....	25
6.4 Fees.....	25
6.5 Federal and Scholarship Funds .....	26
<b>SECTION VII: BUILDING AND SITE DEVELOPMENT POLICIES .....</b>	<b>26</b>
7.1 Master Site Plans .....	26
7.2 Construction .....	26
<b>SECTION VIII: PERSONNEL POLICIES .....</b>	<b>26</b>
8.1 Classified Personnel.....	26
8.2 Faculty Personnel .....	27
8.3 Honorary Degrees.....	27
8.4 Dedications and Memorials .....	28
<b>SECTION IX: BOARD-APPROVED POLICIES.....</b>	<b>28</b>
9.1 Policy on Investment of Local Funds.....	28
<b>SECTION X: REVIEW AND REVISIONS TO COLLEGE BOARD'S <i>POLICIES AND PROCEDURES MANUAL</i>.....</b>	<b>28</b>
10.1 Purpose of Manual.....	28
10.2 Manual Review and Revisions.....	28
<b>BY-LAWS OF THE TIDEWATER COMMUNITY COLLEGE BOARD.....</b>	<b>30</b>

## SECTION I: NAME, MISSION, AND ORGANIZATION OF COLLEGE

### 1.1 Name of College

The official name of the college shall be Tidewater Community College (TCC).

### 1.2 Vision & Mission of College

#### ***Vision***

To be our community's first choice for education, opportunity, partnership, and innovation.

#### ***Mission***

Tidewater Community College provides collegiate education and workforce training to individuals of all ages, helping them achieve their goals and contribute to the vitality of the regional and global community.

#### ***Core Values***

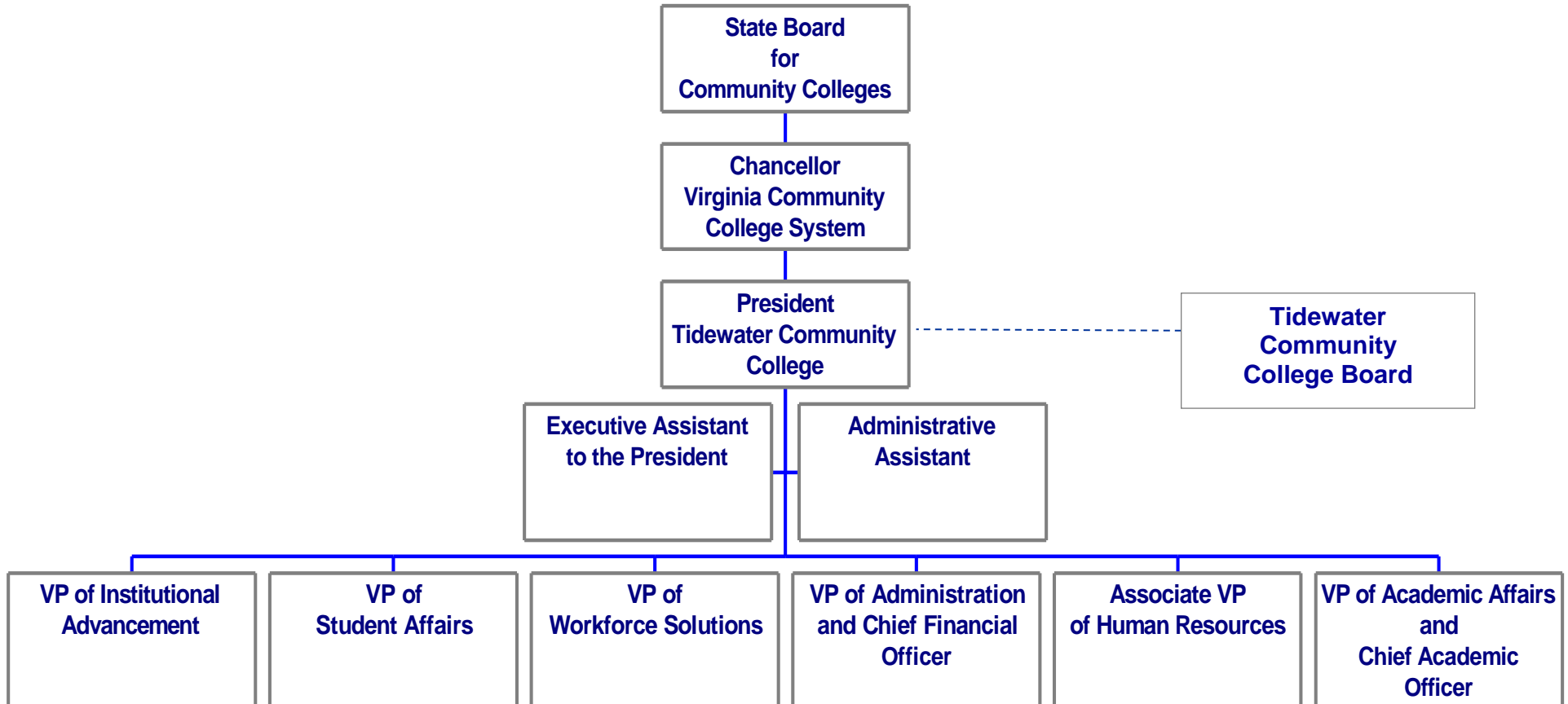
- ❖ ***Teaching & Learning Excellence:*** Provide students a path to academic achievement through active engagement, high academic expectations, and opportunities for exploration and curiosity.
- ❖ ***Diversity, Equity, & Inclusion:*** Create an environment in which policies, practices, and beliefs are grounded in the principle of fairness and that acknowledges structural racism, gender disparities, and systemic poverty while honoring the diversity of humanity.
- ❖ ***Community:*** Actively engage our stakeholders to design and deliver programs and services to support our students and the region.
- ❖ ***Innovation:*** Imagine and proactively apply new methods and creative solutions.
- ❖ ***Empathy:*** Engage in actions that promote personal well-being, social good, and trust by continually recognizing the interdependence of our students, employees, and community in a shared human experience.
- ❖ ***Integrity:*** Demonstrate truthfulness, transparency, and Strategic Directions stewardship through responsible actions and decisions.

❖ **Accountability:** Hold ourselves and each other responsible for fulfilling our obligations.

Approved by the College Board  
August 12, 2021

Approved by the VCCS Chancellor  
April 24, 2002

1.3 Organizational Chart of College Board and College



## 1.4 Approval and Accreditation

- 1.4.1** TCC operates as a part of the Virginia Community College System (VCCS). As specified in the *Code of Virginia* (Sections 23-216 through 23-220), the State Board for Community Colleges, comprised of 15 members appointed by the Governor, is the governing body of the VCCS and its constituent colleges.
- 1.4.2** Curricula of the college are approved by the State Board upon the recommendation of the Tidewater Community College Board. Associate degree programs undergo final review and approval by the State Council of Higher Education for Virginia (SCHEV) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- 1.4.3** Tidewater Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. The Commission on Colleges can be reached at 1866 Southern Lane, Decatur, Georgia 30033-4097, or by calling (404) 679-4500 for questions about the accreditation of Tidewater Community College.
- 1.4.4** Certain curricula of the college are also accredited by specialized accrediting organizations. They include the following:
- a.** Automotive Technology—accredited by the National Automotive Technicians Education Foundation
  - b.** Culinary Arts—accredited by the American Culinary Federation Crediting Commission
  - c.** Funeral Services—accredited by the Commission on Accreditation of the American Board of Funeral Service Education
  - d.** Health Information Management—accredited by the Commission on Accreditation for Health Informatics and Information Management Education
  - e.** Nursing—accredited by the Accreditation Commission for Education in Nursing
  - f.** Occupational Therapy Assistant—accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association
  - g.** Physical Therapy Assistant—accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association



- h.** National Association of Veterinary Technicians in America
- i.** Radiography—accredited by the Joint Committee on Education in Radiological Technology
- j.** Respiratory Therapist—accredited by the Committee on Accreditation for Respiratory Care
- k.** Specific Programs in the Health Professions are accredited by the Commission on Accreditation of Allied Health Education Programs:
  - i.** Diagnostic Medical Sonography through the Joint Review committee on Education in Diagnostic Medical Sonography
  - ii.** Emergency Medical Services through the Committee on Accreditation of Educational programs for Emergency Medical Services professions
  - iii.** Medical Assisting through the Medical Assisting Education Review Board

**1.4.5** The college is an institutional member of the, American Association of Community Colleges, the Southern Association of Colleges with Associate Degrees (SACAD), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Virginia Tidewater Consortium of Higher Education. It is approved both by the Virginia State Department of Education for benefits administered by the Department of Veterans Affairs and by the U.S. Department of Education for various federally funded programs. It is also an authorized Workforce Investment Act (WIA) provider of training services through Individual Training Accounts.

## **1.5 Statement on General Education**

General education provides students with a collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. The following elements embody the essence of general education:

Communication  
Critical Thinking  
Cultural and Social Understanding  
Information Literacy  
Personal Development  
Quantitative Reasoning

## Scientific Reasoning

All TCC associate degree curricula must include a general education component that addresses these elements, and TCC students who graduate with the associate degree must demonstrate competency in them.

The College has 8 Academic Pathways. They include the following:

- a. Arts & Humanities
- b. Business, Computer Science & IT
- c. Engineering, Science & Mathematics
- d. Health Professions
- e. Manufacturing & Transportation
- f. Maritime & Skilled Trades
- g. Public & Professional Services
- h. Social Sciences & Education

### 1.6 The Center for Workforce Solutions

Tidewater Community College's Center for Workforce Solutions is the region's most comprehensive resource for businesses and individuals looking to build professional skills and improve earning potential—fast. For businesses and industry leaders, TCC's Center for Workforce Solutions offers customized training options to keep your company on the cutting edge. For individuals in search of professional certifications, a promotion or an in-demand career, we offer dozens of affordable, flexible programs that can help you gain the industry credentials, professional licensing or technologically advanced skills employers are seeking.

## SECTION II: COLLEGE BOARD AND PRESIDENT

### 2.1 Authority for Establishment of College Board

[VCCS *Policy Manual*, Sections 2A-IX-D-2+3]

**2.1.1** Title 23, Chapter 16, Section 23-220 of the *Code of Virginia* (Sections 23-216-20) empowers the State Board for Community Colleges to “establish policies providing for the creation of a local community college board for each institution established under this chapter and the procedures and regulations under which such local boards shall operate.”

**2.1.2** The VCCS *Policy Manual* constitutes the official policy document for the operation of Virginia's Community Colleges. At all times, when in conflict, this manual supersedes any and all policies specific to the local board.

The *VCCS Policy Manual* may be accessed through the VCCS website at <http://www.vccs.edu/about/where-we-are/policy-manual/>.

**2.1.3** The State Board dictates the following provisions for the establishment of local boards:

An ad hoc committee consisting of a minimum of three persons shall be appointed by the governing bodies of the political subdivisions sponsoring a community college and shall consist of one member of each governing body of the political subdivisions in the region being served by the community college as identified in the master plan approved by the State Board for Community Colleges.

The ad hoc committee shall recommend to the governing bodies of the participating political subdivisions:

- Number of members (between nine and fifteen) on the local college board;
- Allocation of these members among the local political subdivisions sponsoring the community college; and
- Initial local financial support for the community college and the allocation of these funds among the local political subdivisions sponsoring the college.

**2.1.4** Implementation of these recommendations shall be contingent upon the approval by the governing bodies of the participating political subdivisions.

**2.2 Duties and Responsibilities of College Board**

[*VCCS Policy Manual*, Sections 2A-IX-D-7, 4.3.1.5, and 10.0.0.4]

**2.2.1** The college board shall perform such duties with respect to the operation of the college as may be delegated to it by the State Board for Community Colleges. In general, the college board is responsible for assuring that TCC is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board for Community Colleges. Within this context, specific duties of the board follow.

**2.2.2** Serve as a channel of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions.

**2.2.3** Submit recommendations to the State Board for Community Colleges for naming the college and, in the case of multi-campus colleges, each of its

campuses. The college's name must include the phrase "community college" in it.

- 2.2.4** Name the facilities of the college and its campuses, adopting a local policy for such naming.
  - 2.2.4.1** The policy may provide for naming on the basis of significant service but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
  - 2.2.4.2** Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility.
  - 2.2.4.3** College staff must provide a current copy of the local policy to the VCCS Office of Facilities Management Services.
- 2.2.5** Recommend to the State Board for Community Colleges the master site plans for the college and its campuses, as well as the A&E schematic designs for the college's individual facilities.
- 2.2.6** Approve a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for construction, repair, and maintenance of the college's parking facilities. State law prohibits the use of General Fund monies to construct, maintain, or operate parking lots. The college president ("president") must submit to the chancellor the approved capital outlay plan for parking July 1<sup>st</sup> of each new biennium. [VCCS Policy Manual, Section 4.3.1.5]
- 2.2.7** With the chancellor and State Board, participate in the selection, evaluation, and removal of the president in accordance with procedures adopted by the State Board for Community Colleges.
- 2.2.8** With the president, chancellor, and State Board, participate 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. In that context, a college statement of purpose shall be developed by the college community, approved by the local board, and reviewed and approved by the chancellor on behalf of the State

**Tidewater Community College Board  
Policies & Procedures Manual**

Board. The statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.

- 2.2.9** Elicit community participation in program planning and development, establishing local citizen advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- 2.2.10** Review new curriculum proposals and, upon endorsement, recommend those proposals to the State Board for action.
- 2.2.11** Review proposals for program discontinuation and, upon endorsement, recommend those proposals to the State Board for action.
- 2.2.12** Oversee the development and evaluation of the college's community service program and, as it deems appropriate, authorize the president to grant an "award of completion" to individuals who successfully complete an approved non-credit program.
- 2.2.13** Stay abreast of the college's fiscal status, directing the president to provide periodic board updates on both the college's financial and annual spending plans.
- 2.2.14** Review and approve a detailed local funds budget for the college as advanced by the president within State Board guidelines. Upon approval, and through established VCCS procedures, college staff shall submit this proposed budget to the State Board and the local political subdivisions.
- 2.2.15** Receive both periodic and year-end final reports on the college's local funds budget. Through established VCCS procedures, college staff shall provide similar such year-end reports to the State Board and local political subdivisions.
- 2.2.16** Review and approve local regulations on student conduct as advanced by the president within State Board guidelines.
- 2.2.17** Review and approve detailed budgets for the expenditure of revenues from auxiliary enterprises and student-based local fees as advanced by the president within State Board guidelines.
- 2.2.18** Receive both periodic and year-end final reports on the college's auxiliary enterprise and student-based local fee budgets.
- 2.2.19** Review audit reports and the college's response to these reports.

**Tidewater Community College Board  
Policies & Procedures Manual**

- 2.2.20** Keep abreast of major personnel matters as they may impact upon the college's reputation and public persona through the college's president.
- 2.2.21** Recommend for approval by the State Board for Community Colleges the following matters related to physical facilities: [VCCS Policy Manual, Section 10.0.0.4]
  - 2.2.21.1 the Six-Year Capital Outlay Plan for the college;
  - 2.2.21.2 establishment and acquisition of new campuses, including naming of new campuses;
  - 2.2.21.3 acquisition or conveyance of title to community college real property including exchanges;
  - 2.2.21.4 capital leases;
  - 2.2.21.5 master site plans;
  - 2.2.21.6 proposed construction of new building space which is not covered under capital outlay;
  - 2.2.21.7 entrance into any arrangement including proposed debt to support any capital project;
  - 2.2.21.8 entrance into any project expected to be established through the process of the Public-Private Education and Infrastructure Act of 2002 (PPEA);
  - 2.2.21.9 preplanning studies or schematic plans when preplanning studies are not required;
  - 2.2.21.10 any activity which would substantially affect the appearance of a campus, including demolition of any building, renovation of the exterior of any building, the construction of any site improvements including, but not limited to, parking lots, walls, fences, entrance signs, tennis courts, gazebos, moveable buildings, and other outdoor physical education areas;
  - 2.2.21.11 any other commitment which would have substantial impact on the real property of the VCCS;
  - 2.2.21.12 any litigation proposed on behalf of the VCCS; and
  - 2.2.21.13 any project requiring an increase in student fees.

**2.3 Composition of the College Board**

- 2.3.1** The Tidewater Community College Board consists of twelve members. Each of the local political subdivisions that the college serves—namely, the cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach—has three representatives. The college also serves the northern part of the City of Suffolk, though this city has not yet exercised its option to have board representation.

**2.3.2** The College Board reflects the diversity of the college's service area through the demographics of race, ethnicity, gender, and professional affiliation. Board members are viewed as the "representative voice" for their jurisdictions and are valued for the unique orientations they bring to the work of the college. Their individual and collective working knowledge of the region is considered an essential.

## **2.4 Length of Terms of College Board Members**

[VCCS *Policy Manual*, Section 2A-IX-D-3]

**2.4.1** Board members are appointed by their representative local jurisdictions for an initial term of four years. They are eligible for reappointment to an additional, consecutive four-year term at the discretion of the appointing jurisdiction.

**2.4.2** Individuals appointed to fill the unexpired term of a board member who was unable to complete his/her term remain eligible thereafter for appointment to two four-year terms.

**2.4.3** The anniversary date for board member appointments is July 1<sup>st</sup>.

## **2.5 Orientation of College Board Members**

Upon initial appointment of a board member, and preferably before the next meeting of the board, the president and board chair shall provide the new board member an orientation to Tidewater Community College and to the Tidewater Community College Board, including the roles, responsibilities, and expectations of board members.

## **2.6 Compensation of College Board Members**

**2.6.1** Board members shall not be compensated for their service on the board.

**2.6.2** Board members shall be reimbursed for official travel to and from board meetings and other official college/VCCS functions in accord with state and VCCS policies and procedures governing such travel. Mileage reimbursement is at the regular state rate.

**2.6.3** Board members shall be reimbursed for meals and other direct costs incurred as part of their official board duties in accord with state and VCCS policies and procedures governing such matters.

**2.6.4** Travel outside of the college's service area—i.e., to conferences and the like—shall be reimbursed only if such travel has been endorsed by the president or a designated representative. The reimbursement will be subject to applicable state and VCCS policies and procedures.

- 2.6.5** To be reimbursed, board members must submit the required paperwork, to include receipts, as dictated by applicable state, VCCS, and TCC policies and procedures.
- 2.6.6** Funding for reimbursement of board members may be drawn from either the college's local funds budget and/or state operating budget subject to the state and VCCS policies and procedures governing both.

**2.7 Removal and Replacement of College Board Members**

[VCCS *Policy Manual*, Section 2A-IX-D-3]

- 2.7.1** Failure to attend board meetings shall constitute cause for the removal and replacement of a College Board member.
- 2.7.2** Should a member find it impractical, for personal or business reasons, to attend college board meetings regularly and should a member be absent for three consecutive meetings or for 40 percent or more of the meetings scheduled between July 1<sup>st</sup> and June 30<sup>th</sup> of a given year, such member shall be notified in writing by the board chair that the matter will be presented to the college board, in executive session, at its next meeting. The notice shall give the member both the opportunity to justify his/her absences and/or to tender his/her resignation.
- 2.7.3** The decision to remove a board member rests with the College Board and is based on the best interest of the college.
- 2.7.4** Should the board remove one of its members, the board chair shall so notify the appropriate sponsoring political subdivision and request a replacement.
- 2.7.5** In the case of incapacitation or death of a board member, the college will immediately notify the representative local jurisdiction for a new appointee to fill the unexpired term. If the incapacitated or deceased board member is the board chair or vice chair, the board will proceed with the board chair/vice chair until the next nomination cycle, or advance the nomination cycle to meet the needs of the board.

**2.8 Reappointments and Vacancies of College Board Members**

[VCCS *Policy Manual*, Section 2A-IX-D-4]

- 2.8.1** When the term of office of a board member expires, the appropriate local political subdivision shall either reappoint the member, if eligible, or appoint a new member. If the member whose term of office has expired is eligible for reappointment, that member shall continue in office until reappointed or a successor is named. A member who is not eligible for reappointment shall discontinue service on the college board at the expiration of the term.



**2.8.2** Whenever a vacancy occurs on the College Board, the appropriate political subdivision shall appoint an individual to fill the unexpired term of the member creating the vacancy.

**2.9 Reallocation of College Board Membership**  
[VCCS *Policy Manual*, Section 2A-IX-D-5]

**2.9.1** Should any of the college's local political subdivision wish to reallocate the positions on a College Board because of changing conditions, the local political subdivision shall notify in writing both the Tidewater Community College Board and the State Board for Community Colleges of its interest in such reallocation and the rationale for it. The same procedure used to establish the original ad hoc committee that formed the college's board shall be instituted to establish an ad hoc committee to determine the number of members on the community college board and the allocation of these members among the local political subdivision(s) sponsoring the college.

**2.9.2** The College Board may itself determine the need for a change in number or reallocation of its membership. Upon approval of two-thirds of the total membership of the college board, the chair shall notify the sponsoring political subdivisions of the board's action and request that the political subdivisions follow the procedure as outlined in 2.9.1 above.

**2.10 Distribution of Representation**

**2.10.1** The distribution of board membership should be representative of the industries, businesses, and professions that comprise the college's service area.

**2.10.2** To ensure such a distribution, the State Board for Community Colleges established the list of employment categories shown in Table 2A-1 (on the next page) to assist and guide the board chair and local government jurisdictions in the selection and appointment process.

**TABLE 2A-1**  
**CATEGORIES FOR COMMUNITY COLLEGE BOARD MEMBERSHIP**

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

## **2.11 Committees of College Board**

- 2.11.1** As stipulated in the Tidewater Community College Board By-Laws, the board has three standing committees—namely, Finance & Facilities, Academics, Student Affairs & Workforce Development, and Advocacy.
- 2.11.2** Board members shall serve on at least one of the committees. The board chair and president shall serve as ex officio members of all college board committees and subcommittees.
- 2.11.3** The board chair shall make the committee appointments and committee members shall serve one-year terms. In making the appointments, the chair shall be sensitive to local jurisdictional representation and the interests of the board members.
- 2.11.4** The board chair shall also name the committee chairs and committee chairs shall typically serve no more than two consecutive one-year terms. In making the appointments, the chair shall be sensitive to the professional expertise of board members.
- 2.11.5** From time to time, the standing committees may form subcommittees to address particular matters under their direct purview that require more focus and discussion. Members of the board who are appointed to one standing committee may serve on the subcommittee of another standing committee.

## **2.12 Meetings of College Board**

- 2.12.1** As stipulated in the board's By-Laws, the College Board shall hold five regularly scheduled meetings a year—typically on the second Tuesday in the months of September, November, January, March, and May. The meetings typically run from 4:00 – 6:00 p.m., the location of which is rotated among the college's campuses, centers, and District Administration.
- 2.12.2** The By-Laws also stipulate that college board shall meet annually for a planning work session—typically in August. At the session, the board receives a comprehensive report from the president on the college's upcoming academic year and sets its annual working priorities for the new year.
- 2.12.3** Annually, the College Board shall meet jointly with the boards of directors of the TCC Educational Foundation, and the TCC Real Estate Foundation typically in June. At this meeting, the college board and the respective board will recognize outgoing members and mark the "passing of the gavel."

**Tidewater Community College Board  
Policies & Procedures Manual**

- 2.12.4** As secretary to the board, the president shall work with the incoming board chair to present the board's annual meeting schedule for the succeeding year typically at the May board meeting.
- 2.12.5** The College Board is invited to participate in the VCCS Chancellor's Retreat, which brings together the local boards and senior leadership of all twenty-three community colleges, the State Board for Community Colleges, the college presidents, and the chancellor for a meeting focused on a system-wide theme. The meeting is typically held in October and rotates around the state.
- 2.12.6** The president, as secretary to the College Board, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the College Board. The draft minutes of each meeting shall be considered, corrected if necessary, and approved at the subsequent meeting. Upon approval, the minutes shall be signed by the chair and the president and shall be kept as a public record in permanently bound books in the custody of the president. Per VCCS policy, a copy of the draft minutes for each meeting shall be forwarded to the chancellor within fourteen working days following the meeting. Approved copies of meeting minutes shall also be forwarded to the chancellor, with any additions or corrections to the draft minutes reflected in the approved minutes duly noted in the transmittal.
- 2.12.7** The president, as secretary to the board, shall also maintain a current board web page that, among other things, provides both public and board member access to board membership rosters, meeting schedules and agendas, meeting information packets, and approved meeting minutes.
- 2.12.8** Board members shall receive the agenda and accompanying materials for each board meeting electronically at least seven to ten working days prior to the meeting.

**2.13 Contact with State Board for Community Colleges**

[VCCS *Policy Manual*, Section 2A-IX-D-8]

Any college board or its authorized representative may appear before the State Board for Community Colleges by notifying the chancellor, as secretary to the state board, of its request no later than fifteen days prior to the state board's next regularly scheduled meeting.

**2.14 Responsibilities and Authority of College President**

[VCCS *Policy Manual*, Section 2A-IX-F-2]

- 2.14.1** The president is responsible to the chancellor for organizing and operating the college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges and the Virginia Community

College System. The president is responsible to the college board for those areas in which the college board is empowered to act and which are assigned to the president by the college board.

**2.14.2** Per VCCS policy, the president's responsibilities include:

- a. providing principle-centered leadership and supervision for the college, including:
  - i. career & technical education, college transfer education, general education, and developmental education;
  - ii. continuing education, workforce education, and community services;
  - iii. student access and student services, including counseling programs, student admissions and records, financial aid, disability services, and student activities;
  - iv. budget planning and fiscal management
  - v. management and development of all campus sites, facilities, and technology;
  - vi. recruitment, selection, and professional development of the college's human resources; and
  - vii. serving as secretary to the local college board.
- b. assuming responsibility for student enrollment growth relative to the growth of the college's service area;
- c. developing effective regional and community relations with other organizations and individuals for the benefit of the college and community;
- d. providing leadership for institutional resource development, including serving as institutional liaison to the foundations and active involvement in fundraising, grants, gifts, and other resources;
- e. serving as legislative advocate for the college and the Virginia Community College System;
- f. leading an institutional effectiveness program for the purpose of continuous improvement;

- g. representing the college at appropriate local, state, and national events;
- h. maintaining an active program of professional development;
- i. serving as a member of the VCCS Advisory Council of Presidents to study, analyze, and recommend policies and procedures to the chancellor in the areas of budget and finance, human resources, technology, academic and student affairs, public and governmental affairs, and workforce development; and
- j. supporting the work of the Virginia Community College System by actively participating in events and initiatives as requested by the chancellor.

**2.15 Presidential Evaluation Procedure**  
[VCCS *Policy Manual*, Section 3.15.2]

**2.15.1 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.

**2.15.2 Objectives**

The objectives of annual presidential evaluations are:

- a. to provide the president with a formal statement on the adequacy of the president's performance based on predetermined measures;
- b. to provide the college board and the chancellor with an appropriate mechanism for setting and monitoring progress toward attaining specified goals/objectives; and
- c. to identify serious problems that may require special attention.

### 2.15.3 Conditions

The Virginia Community Colleges are accountable to the State Board 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, defined by the State Board, includes reporting relationships to the college board and to the chancellor.

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

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

### 2.15.4 Evaluation Plan

The president shall be evaluated annually. The evaluation shall include, as part of its basis, an independent assessment of the president's accomplishments conducted by the college board. The final evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment. The chancellor conducts an independent assessment.

#### a. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by the executive committee working in conjunction with the president. The evaluation letter shall be reviewed by the president and shall be signed by the board chair and by the president and submitted to the chancellor no later than the May meeting of the college board.

#### b. Predetermined Goals/Objectives

At the board's August work session the College Board and president shall establish goals/objectives to be used in the board's evaluation of the president for the ensuing evaluation period, with the goals provided by the chancellor as the primary basis for said evaluation.

c. Evaluation Process

The evaluation process shall be as follows:

- i. At the August work session of the college board, the president and the full board shall have a discussion of the goals/objectives and adopt them officially.
- ii. By March 15, the president shall submit a self-evaluation to the college board chair.
- iii. By April 15, the chair shall distribute the self-evaluation electronically to the full college board and receive feedback and input on the president's performance via electronic reply.
- iv. By May 1, the president and the executive committee of the college board shall have a discussion in closed session regarding the president's performance.
- v. No later than the May meeting of the college board, the board shall have completed its evaluation of the president and submitted the appropriately signed evaluation letter to the chancellor.

**2.16 Conflict of Interests**

[VCCS *Policy Manual*, Section 3.3.3-3]

- 2.16.1 No member of the college board shall apply for a full-time or part-time position at TCC or anywhere within the VCCS while serving as a member of the board.
- 2.16.2 Further, TCC is prohibited from employing for remuneration, in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board or the board member's immediate family.
- 2.16.3 To comply with state law, board members shall complete the state's Financial Disclosure Statement annually in January.

**SECTION III: GENERAL POLICIES**

**3.1 Reaffirmation of All Motions and Decisions of Previous Boards**

The Tidewater Community College Board reaffirms all motions and decisions made by all previous boards, and said motions and decisions are to remain in effect until rescinded.



## 3.2 Equal Opportunity and Nondiscrimination

- 3.2.1** College Policy #1200 articulates TCC's commitment to equal opportunity and nondiscrimination consistent with the policies of the Commonwealth of Virginia, the Virginia Community College System, and relevant federal and state statutes and regulations.
- 3.2.2** As stipulated in College Policy #1200, "It is the policy of Tidewater Community College to provide equal employment and educational opportunities for all persons without regard to race, sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, genetics, and for all otherwise qualified persons with disabilities. This policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans."
- 3.2.3** The college's Associate Vice President for Human Resources is the designated coordinator for matters related to Section 504 of the Rehabilitation Act of 1973 as it relates to employees and the college's Coordinator of Accessibility is the designated coordinator for matters related to Section 504 of the Rehabilitation Act of 1973 as it relates to students. The Director of Intercultural Learning is the college's designated coordinator for matters related to Title IX of the Education Amendments of 1972.
- 3.2.4** Inquiries related to the college's nondiscrimination policies may be directed to the Associate Vice President for Human Resources as it relates to employees or to the Coordinator of Educational Accessibility as it relates to students.

**As relates to students:**

Beth Callahan  
Coordinator of Educational Accessibility  
Email: [bcallahan@tcc.edu](mailto:bcallahan@tcc.edu)  
Phone: 757-822-7751  
Address: 1700 College Crescent  
Office of Educational Accessibility  
Virginia Beach, Virginia 23453

**As relates to employees:**

Beth Lunde, SPHR, SHRM-SCP  
Associate Vice President for Human Resources  
Email: [blunde@tcc.edu](mailto:blunde@tcc.edu)  
Phone: 757-822-1711  
Address: 121 College Place, Suite 607  
Office of Human Resources  
Norfolk, VA 23510

## **SECTION IV: CURRICULUM-RELATED POLICIES**

### **4.1 Academic Programs**

- 4.1.1 The college board shall act on all new curriculum proposals as advanced by the president.
- 4.1.2 The college board shall act on all proposals for program discontinuation as advanced by the president.
- 4.1.3 The college board shall rely upon the president for ensuring compliance with applicable VCCS policies and procedures governing such proposals.

### **4.2 Program Advisory Committees**

[VCCS *Policy Manual*, Section 2A-IX-E]

- 4.2.1 The college board shall establish program advisory committees for specialized programs and career and technical curricula based on the recommendation of the president.
- 4.2.2 The purpose of such committees is to advise the college on the viability, currency, and overall effectiveness of its career and technical programs.
- 4.2.3 The college board shall make appointments to these committees annually at its May meeting, and committee members shall serve renewable one-year terms. The president shall submit a slate of nominees for appointment to the committees for the following academic year. Board members may also advance their own nominations for consideration.

## **SECTION V: FISCAL POLICIES FOR LOCAL BOARD FUNDS**

### **5.1 Funding Sources**

- 5.1.1 The college receives local revenues from four major sources—namely, local jurisdictions served by the college, student fees, commissions, and interest earned on these funds.
- 5.1.2 Such funds are used to support the general welfare of the college, often for activities and initiatives that are not supported by the college's General Fund appropriations.
- 5.1.3 The funds fall under the direct purview of the college board subject to state and VCCS policies governing them.

- 5.1.4** The college typically receives an annual allocation of \$6,000 from each of its four sponsoring political jurisdictions—namely, the cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach. From time to time, the cities also lend their support for special initiatives, as well as for site development of new capital construction.
- 5.1.5** The college's commission revenue is derived from vendors who operate various activities on the campuses. The vendors have earned the right to operate as a part of the college through a competitive bidding process in accordance with the state's *Agency Procurement and Surplus Property Manual*, and commission rates are negotiated as a part of their respective contracts with the college. These activities may include bookstore, food service, vending machines, exclusive beverage, child care operations, and other approved activities.
- 5.1.6** The college assesses non-mandatory student fees, including Student Activity, Institutional Auxiliary, and Auxiliary Capital fees. Any such fee increases shall be approved by the college board for subsequent action by the State Board which is the final approval authority for student fees. Non-mandatory student fees are those fees that are specific to an individual college within the Virginia Community College System. Mandatory student fees, such as the Technology Fee, are those fees common to all VCCS colleges.
- 5.1.7** Local funds are deposited in investment instruments in accordance with the TCC Investment Policy, a policy under the direct purview of the college board. Interest earned from such investment constitutes a local fund source of revenue for the college.

## **5.2 Local Funds Budget**

- 5.2.1** Four separate budgets comprise the college's local funds budget—namely, Student Activities Budget, Auxiliary Services Budget, Institutional Services Budget, and Auxiliary Capital Budget.
- 5.2.2** Funding for the Student Activities Budget is derived from the Student Activity Fee. Funded activities may include the Student Government Association, intramural sports, student publications, student leadership development, student clubs, and other approved activities.
- 5.2.3** Funding for the Auxiliary Services Budget is derived from commissions and contributions from local jurisdictions. Funded activities may include community outreach, board expenses, land acquisition costs, staffing costs for Auxiliary Services, college community events, and student scholarships.
- 5.2.4** Funding for the Institutional Auxiliary Fund Budget is derived from the Student Institutional Auxiliary Fee. Funded activities may include parking

garages and lots or associated debt payments, parking lot improvements, parking garage or lot lease payments, and transit costs.

- 5.2.5** Funding for the Auxiliary Capital Budget is derived from the Student Auxiliary Capital Fee. Funded activities may include A/E design, construction, debt payments, and associated staffing and operating expenses for facilities for which state revenues cannot be used.

### **5.3 Local Funds Budget Review, Approval, Management, and Reporting**

- 5.3.1** At its May board meeting, the board shall review and approve a detailed local funds budget for the college for the following fiscal year. Budgets are prepared by the president and designated staff within State Board guidelines. The college's fiscal year commences July 1<sup>st</sup>.

- 5.3.2** Management of local funds shall be the responsibility of the local board and college administration. Local funds budget expenditures shall be reviewed at each official board meeting.

- 5.3.3** Full financial reports and other reports as deemed necessary shall be prepared in accordance with the regulations promulgated by the chancellor, and these reports and other such reports as required from time to time shall be submitted to the VCCS Comptroller's Office as requested. The VCCS Comptroller's Office shall combine these reports and make an annual report to the State Board and local boards.

- 5.3.4** The college board shall maintain a fund balance necessary to support future operations, any debt service payments, and maintenance and replacement of locally funded facilities.

- 5.3.5** If the president determines the need for an adjustment in appropriations between the separate budgets that comprise the local funds budget, or if there arises an unbudgeted expenditure outside the bounds of the current local funds budget, the president shall take the matter to the college board for action at its next meeting.

- 5.3.6** In those cases where time is of the essence for an unbudgeted expenditure, the board chair, upon recommendation of the president, may convene the Executive Committee to consider the matter. Any action of the Executive Committee would require ratification by the full board at its next regularly scheduled meeting.

### **5.4 Audit of Local Operations**

- 5.4.1** All activities of the local funds shall be subject to audit by the VCCS Internal Auditor and the Auditor of Public Accounts. The State Board reserves the right to approve or disapprove any local fund activity.

- 5.4.2 The board's Finance, Buildings and Grounds Committee shall review the results of local fund audits and present the findings to the full board.

## **SECTION VI: FISCAL POLICIES FOR STATE, FEDERAL, AND SCHOLARSHIP FUNDS**

### **6.1 State Operating Budget**

- 6.1.1 The college's state operating budget is funded through a Resource Allocation Model of the Virginia Community College System with appropriations allocated by the Governor and Virginia General Assembly.
- 6.1.2 The college's state operating budget is approved by the State Board for Community Colleges.
- 6.1.3 The college board shall receive periodic reports on the college's state operating budget.

### **6.2 State Capital Outlay Planning**

- 6.2.1 The college shall approach its Six-Year Capital Outlay Plan as a physical manifestation of the college's strategic vision.
- 6.2.2 Per state policy, such plans shall be updated biennially.
- 6.2.3 The president and designated staff shall engage the college board in its capital outlay planning process, most especially through the board's Finance, Buildings and Grounds Committee.
- 6.2.4 The president (or designee) shall make regular reports to the board on the implementation of the college's funded capital outlay program, which emanates from its Six-Year Capital Outlay Plan.

### **6.3 Tuition**

- 6.3.1 The college's credit tuition rates are set by the State Board for Community Colleges.
- 6.3.2 Tuition is calculated at a per-credit hour rate.

### **6.4 Fees**

- 6.4.1 The college board shall approve all non-mandatory student fees for subsequent action by the State Board for Community Colleges.

**6.4.2** The State Board for Community Colleges is the final governing authority for setting both mandatory and non-mandatory student fees.

## **6.5 Federal and Scholarship Funds**

**6.5.1** The college draws on federal, state, and scholarship funding outside the confines of its state operating and local funds budget. Such funding includes, but is not limited to, the local administration of financial aid funds, federal and state grants, and scholarship funds.

**6.5.2** The president (or designee) shall provide the college board with periodic reports on the college's student financial aid program, grants and sponsored programs, and scholarship program.

## **SECTION VII: BUILDING AND SITE DEVELOPMENT POLICIES**

### **7.1 Master Site Plans**

**7.1.1** The president (or designee) shall propose revised master site plans for campus development, and changes thereto, to the college board for its review and recommendations.

### **7.2 Construction**

**7.2.1** Through the VCCS's System Office and in consultation with the college, contracts for construction projects are awarded by the State Board for Community Colleges.

**7.2.2** All change orders for building construction and site development projects shall be approved by the VCCS's System Office in consultation with college staff.

## **SECTION VIII: PERSONNEL POLICIES**

### **8.1 Classified Personnel**

[VCCS *Policy Manual*, Section 3]

**8.1.1** Classified employees occupy positions that are listed in the state's Compensation Plan and are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the *Code of Virginia*, once they have completed the probationary period.

**8.1.2** Approval of appointments and dismissals of classified employees is the responsibility of the president in accordance with applicable state and VCCS policies and procedures.

## **8.2 Faculty Personnel**

[VCCS *Policy Manual*, Section 3]

**8.2.1** Faculty personnel are defined as those college employees eligible for faculty rank and who are not employed in a classified position.

**8.2.2** Approval of appointments and dismissals of faculty-ranked personnel is the responsibility of the president in accordance with applicable VCCS and state policies and procedures.

**8.2.3** The president (or designee) shall make periodic reports to the college board on matters pertaining to faculty personnel.

**8.2.4** The college board shall approve all appointments to emeritus status upon the recommendation of the president.

**8.2.5** The college board may nominate a president for emeritus status with a written request to the chancellor that outlines the rationale for such an honor. If the chancellor concurs with the board's nomination, he shall submit it to the State Board for final action.

## **8.3 Honorary Degrees**

[VCCS *Policy Manual*, Section 5.1.6]

**8.3.1** The State Board for Community Colleges has granted VCCS member colleges the authority to confer an honorary Associate of Humane Letters to individuals who have contributed significantly to the awarding college or to the VCCS.

**8.3.2** Such individuals are not eligible for this honor if they are currently employed by the college, are serving on the local college board, or are serving on the State Board for Community Colleges at any time between the date of the local college board approval and the actual receipt of the honorary degree. A separation from such employment or service of at least one month is a prerequisite for eligibility.

**8.3.3** Upon the recommendation of the president, the college board shall approve the awarding of the honorary degree for subsequent action by the State Board for Community Colleges.

**8.3.4** State Board approval must be granted prior to the award of the honorary degree.

## 8.4 Dedications and Memorials

Memorials and dedications to the memory of individuals or groups of individuals shall be reviewed and approved by the college board as needed.

## SECTION IX: BOARD-APPROVED POLICIES

### 9.1 Policy on Investment of Local Funds

9.1.1 The purpose of this policy is to address the investment of the college's local funds that are deposited in accounts maintained and controlled by the college. It complies with the *Code of Virginia* (§§2.2-4500 through 2.2-4516) and with the policy of the Virginia Community College System (*VCCS Policy Manual*, Section 4.2.2.f).

9.1.2 The full policy and corresponding procedures, College Policy #4205, is posted on the college's website at <http://www.tcc.edu/policies/>.

### 9.2 Policy on Naming of College Facilities

9.2.1 The purpose of this policy is to provide for the naming of college facilities consistent with the policy of the Virginia Community College System (*VCCS Policy Manual*, Section 2.IX.A.3.D.7.c).

9.2.2 The full policy and corresponding procedures, College Policy #3201, is posted on the college's website at <http://www.tcc.edu/policies/>.

## SECTION X: REVIEW AND REVISIONS TO COLLEGE BOARD'S *POLICIES AND PROCEDURES MANUAL*

### 10.1 Purpose of Manual

10.1.1 The *Policies and Procedures Manual* constitutes the operating manual for the conduct of business for the Tidewater Community College Board.

10.1.2 The purpose of the manual is to provide for both the orderly execution of the board's duties and responsibilities and a continuity in board operations with the rotation of membership and officers.

10.1.3 The manual shall be posted as part of the web page of the Tidewater Community College Board at <http://www.tcc.edu/welcome/board/>.

### 10.2 Manual Review and Revisions



**Tidewater Community College Board  
Policies & Procedures Manual**

- 10.2.1** The manual shall be reviewed annually under the direction of the president as secretary to the board.
- 10.2.2** Any board member or the president, as secretary to the college board, may propose revisions to the manual by providing a written explanation of the proposed change and its rationale to the board chair.
- 10.2.3** Proposed revisions may be considered by the college board at any time during the fiscal year.
- 10.2.4** Revisions to the board's *Policies and Procedures Manual* shall be adopted by a two-thirds vote of the members present at a duly constituted regular or special meeting of the college board.
- 10.2.5** The president as secretary to the board shall ensure that the manual remains up-to-date in its electronic, public format.

**BY-LAWS  
OF THE  
TIDEWATER COMMUNITY COLLEGE BOARD**

**PREFACE**

Tidewater Community College (“TCC”) is a public institution of higher education.

The duties and powers of its local advisory body, the Tidewater Community College Board (“College Board”), are set forth in the Virginia Community College System Policy Manual.

The College Board is empowered to largely determine its internal organization and its procedures of operation.

This is the initial version of the Tidewater Community College Board By-Laws.

**STATEMENT OF MISSION**

**Tidewater Community College provides collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.**

**CODE OF ETHICS**

These values serve as a guide for the members of the TCC community when ethical issues arise. The Executive Committee of the College Board shall monitor, oversee, and review compliance with this Code of Ethics by members of the College Board.

Tidewater Community College is committed to an environment of uncompromising integrity and ethical conduct. The college’s ethical standards are the foundation for the decisions and actions of the members of the TCC community. As members of the TCC community, College Board members will be guided by these principles and values:

- We are committed to learning environments that foster academic integrity.
- We are good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the Commonwealth and to the communities we serve.
- We maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We do not accept any gift, favor, loan, service, business, or professional opportunity knowing (or when it should be known) that it is offered in order to improperly influence the performance of our

public duties. We avoid even the appearance of a conflict of interest.

- We offer good faith and fair dealings to all those we serve and to each other. Our communications are civil and professional.
- We offer employment and educational opportunities in accordance with state, federal, and Virginia Community College System policies supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, disability, veteran status, sexual orientation, or political affiliation.
- We encourage and expect all members of the college community to act in good faith and to bring to the attention of the appropriate official any violation or potential violation of these principles.

## THE TIDEWATER COMMUNITY COLLEGE BOARD

### ARTICLE I

Section 1.1. Purpose. The Tidewater Community College Board is the local advisory body of Tidewater Community College and is responsible for assuring that TCC is responsive to the needs existing within its service region within statewide policies, procedures, and regulations of the State Board for Community Colleges.

Section 1.2 Composition. The College Board is composed of a minimum of twelve persons; the maximum number of persons on the College Board shall not exceed fifteen members. College Board membership shall be distributed equally among the political subdivisions served by TCC. Each local political subdivision desiring to participate in the College Board shall appoint its allocated board members. Appointments shall be for terms of four years.

No person having served on the College Board for two successive four-year terms shall be eligible for reappointment to the College Board for two years thereafter. All members of the College Board shall be residents of the region served by TCC and shall be deemed members at large charged with the responsibility of serving the best interests of the whole region. The members of the College Board shall include persons from various businesses, industries, and professions in the region served by TCC.

No elected members of either the General Assembly or of a local governing body shall be eligible to serve on the College Board. Additionally, no current or former full-time employee of TCC shall be eligible to serve on the College Board.

A vacancy on the College Board is filled by appointment by the local political subdivision that appointed the vacating member for the unexpired term. A person filling an unexpired term may be reappointed by the local political subdivision for two additional four-year terms.

**Tidewater Community College Board  
Policies & Procedures Manual  
College Board By-Laws**

If any College Board member substantially fails to perform the duties of his or her office without sufficient excuse shown to the College Board, the College Board shall at its next regularly scheduled meeting cause the fact of such failure to be recorded in the minutes of their proceedings and certify the same to the respective local political subdivision, and the Office of the College Board Member shall thereupon be vacant.

However, said vote of the College Board must be by a two-thirds majority of those present and taken only after written notice has been given to the College Board Member of the alleged failure in duties and after allowing said College Board Member the opportunity to present evidence in mitigation.

The Chair of the College Board shall be able to excuse a Member's attendance or performance of specific duties before or after the fact and such excuse shall be *prima facie* evidence that the College Board Member in that instance has not violated the requirements of these paragraphs.

Section 1.3 Regular Meetings. The College Board shall meet in January, March, May, September, and November except when, by a majority vote, the College Board shall deem that a meeting is unnecessary. The College Board shall also meet on call of the Chair when, in the Chair's opinion, additional meetings are expedient or necessary.

Section 1.4 Special Meetings. The College Board shall meet annually for a planning work session, typically in August. Other special meetings of the College Board may be called by or at the request of the Chair or any two members upon notice to each member of the College Board.

Section 1.5 Notice of Meetings. Whenever notice of a meeting is required to be given herein, such notice shall be given to each member of the College Board or committee, as the case may be, at the email address, as shown by the records of the secretary, at least three working days prior to the meeting, and it shall state the time, place and purpose of such meeting. If sent by email, such notice shall be the effective the date sent. Any member may waive notice of any meeting and the attendance of a member at a meeting shall constitute a waiver of notice of such meeting except where a member attends for the express purpose of objecting to the transaction of business thereat on the ground that the meeting is not lawfully called or convened.

Notice of emergency meetings shall be reasonable under the circumstances. Notice to the public shall be given contemporaneously with notice provided to College Board members

Section 1.6 Quorum. Six members of the College Board shall constitute a quorum for all purposes. However, the Board shall not conduct any official business by vote unless at least seven of its members are participating.

Section 1.7 Manner of Acting. The act of the majority of the members present at a meeting at which at least seven members are present shall be the act of the College Board.

Section 1.8 Presumption of Assent. Members who are present at a meeting of the College Board at which action on any matter is taken shall be presumed to have assented to the action taken unless their dissent shall be entered in the minutes of the meeting, or unless they shall file their written dissent to such action with the person acting as secretary of the meeting before the adjournment thereof.

Section 1.9 Conduct of Business. All actions of the College Board shall be transparent to the public to the extent required by law. All meetings of the College Board shall comply with the Virginia Freedom of Information Act (“the Act”), *Code of Virginia* § 2.2-3700 *et seq.* Accordingly, the College Board shall give public notice of all meetings; conduct all discussions and take all actions in open session, unless the topic of such discussion is specifically authorized by the Act to be conducted in closed session; approve all official actions taken in closed session in open session; and record minutes of all open sessions and post them on TCC’s website.

All meetings shall be conducted in accordance with the Principles of Procedure presented in Robert’s Rules of Order. The Chair may vote on all matters coming before the College Board.

## OFFICERS OF THE BOARD

### ARTICLE II

Section 2.0 Officers of the Board. The officers of the Board shall consist of the Chair and the Vice Chair.

Section 2.1 Chair and Vice Chair. The College Board shall elect a Chair and Vice Chair for two-year terms from its membership, and assign them such duties as it deems appropriate. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

In the event that either the Chair or Vice Chair shall be unable to continue in such capacity for the balance of the elected term, the College Board shall elect a successor to fill the unexpired term only.

Either the Chair or Vice Chair may be removed from office by a two-thirds vote of the total College Board membership.

Section 2.2 Nomination and Election. The Chair and Vice Chair shall be elected at the meeting in May of even-numbered years or as soon thereafter as the College Board meets to begin performing their respective duties July 1. In March, the Chair shall appoint an Ad-hoc Nominating Committee to nominate candidates for Chair and Vice Chair. In its deliberations, the Ad-hoc Nominating Committee shall be sensitive to locality representation and board rotation. It shall share a written report with the Members prior to the May meeting and shall formally present the report at the May meeting. Nominations may be accepted from the floor, including self-nominations by Members desiring to stand for officer election by the full College Board. The election

shall be conducted in open session, adhering to normal open voting procedures. A majority vote of the members present is required. The Secretary to the College Board shall serve as the presiding officer until an election is accomplished, unless the State Board decides to appoint another presiding officer.

The College Board may move into closed session to discuss any individual nominated, but the election itself must be in open session by public hand or voice vote.

Section 2.3. Secretary to the Tidewater Community College Board. The College President is the Secretary to the College Board as established by VCCS policy.

Section 2.4 The College President. The College President shall be the Chief Executive Officer of TCC as established by VCCS policy.

Section 2.5 Appointment. The College President shall be appointed by the State Board for Community Colleges and shall serve at its pleasure. The College President shall attend all meetings of the College Board and may attend meetings of its committees.

Section 2.6 Powers and Duties. As TCC's Chief Executive Officer, the College President's duties are prescribed by VCCS policy.

## COMMITTEES

### ARTICLE III

Section 3.1 The Committees. There shall be an Executive Committee; Academics, Student Affairs & Workforce Development Committee; Finance & Facilities Committee, and Advocacy Committee. The College Board may, by resolution, designate other committees with authority limited to that prescribed in the resolution appointing them.

Each Committee, other than the Executive Committee, shall have at least three members appointed by the Chair of the College Board.

Section 3.2 Executive Committee—Number and Appointment of Members. The Executive Committee shall consist of the Chair and Vice Chair of the College Board, and the Chairs of the Academics, Student Affairs & Workforce Development Committee, Finance & Facilities Committee, and Advocacy Committee. The Executive Committee Chair and Vice Chair shall be the Chair and Vice Chair of the College Board, respectively. The College President shall serve as Secretary of the Executive Committee.

Section 3.3 Executive Committee—General Powers. When the College Board is not in session, the Executive Committee shall have and exercise all the power of the College Board. In the event the Executive Committee acts in the name of the College Board, it shall report such action at the next regular meeting of the College Board.

**Tidewater Community College Board  
Policies & Procedures Manual  
College Board By-Laws**

Section 3.4 Chairs. The chairs of the standing committees, except the Executive Committee, shall be appointed by the Chair of the College Board.

Section 3.5 Vice Chair. Each committee chair may designate a Vice Chair to substitute for the Chair when necessary.

Section 3.6 Meetings. Regular meetings of the committees shall take place at times set by the respective committee chair. Meetings of the committees shall be held in accordance with the Virginia Freedom of Information Act and proper notice shall be given to any citizen of the Commonwealth who requests such information at such times or places as the committee may fix. Special meetings of the committees may be called upon notice by the committee chair or any two members of the committee so long as such notice is in accordance with the open meeting requirements of the Virginia Freedom of Information Act.

Section 3.7 Quorum. At any meeting of a committee, the Chair or Vice Chair and any other members of the College Board shall constitute a quorum but any action of that committee to be effective must be authorized by the affirmative vote of a majority of the members thereof present at the meeting.

Section 3.8 Academics, Student Affairs & Workforce Development Committee — General Powers. The Academics, Student Affairs & Workforce Development Committee shall focus on TCC's strategic responsiveness to anticipating and meeting the programmatic and workforce needs of the Hampton Roads region while contributing to the general welfare of the TCC student through the delivery of a cutting edge curriculum and extra-curriculum. The Committee shall report its recommendations to the College Board for action.

Section 3.9 Finance & Facilities Committee—General Powers. The Finance & Facilities Committee focuses on TCC's strategic development and use of state/local financial resources and physical infrastructure. The Committee shall report its recommendations to the College Board for action.

Section 3.10 Advocacy Committee—General Powers. The Advocacy Committee focuses on community relations and the College Board members' role as advocates for TCC. The Advocacy Committee shall report its recommendations to the College Board.

## MISCELLANEOUS

### ARTICLE IV

Section 4.0 Legal Advisor. The Attorney General's appointees or representatives to the State Board for Community Colleges shall serve as legal advisor to TCC and to the College Board as prescribed by statute.

**Tidewater Community College Board  
Policies & Procedures Manual  
College Board By-Laws**

Section 4.1 Communications to the College Board. All communications directed to the College Board shall be channeled through the Office of the College President. All communications from the College Board shall be similarly channeled or copies thereof shall be furnished to the College President.

Section 4.2 Minutes of College Board Meetings. The minutes of all meetings of the College Board shall be open to inspection as required by law.

Section 4.3 Amendments. These By-Laws may be amended, enlarged or repealed at any meeting of the College Board provided, however, at least ten days prior to such meeting, the Secretary of the College Board, or the Secretary's designee, shall email each member of the College Board, at the email address reflected in the books of the Secretary, a written copy of the proposed amendment, enlargement or repeal. Said written copy shall also state the reasons justifying the proposal, and the date and place for its consideration. At the meeting wherein the proposal is considered by the College Board, the College Board shall have the authority and power to adopt the proposal in any form it shall then see fit, provided a quorum is present. Any member of the College Board may waive the right to the notice herein provided at any time and under such conditions as the member shall see fit.

Section 4.4 Effective Date. The provisions of these By-laws shall go into effect upon adoption. As of their effective dates, these provisions shall supersede all prior actions of the College Board which are inconsistent with them.