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## Southern Virginia Higher Education Center Policy

### SVHEC POLICY TOOLKIT

The SVHEC Policy Toolkit has been assembled to assist individuals designated as the “Responsible Oversight Director” (ROD) for a SVHEC policy in the drafting of the policy. The ROD assigned by the Director Policy Review Committee (DPRC) oversees the policy’s development process, keeps the policy up-to-date and coordinates a detailed review at least once every five years. The items in this toolkit include:

1. [SVHEC Policy Process At-a-Glance](#) – This summary provides a brief overview of the process and roles and responsibilities of individuals and committees involved.
2. [Policy 1101 – Developing and Maintaining SVHEC Policy](#) – Policy 1101 defines the process for developing, reviewing, approving and maintaining all SVHEC policies.
3. [SVHEC Policy Impact Statement](#) – The SVHEC Policy Impact Statement is a document that describes the need and justification for a newly proposed SVHEC policy or revisions to an existing SVHEC policy.
4. [SVHEC Policy Impact Statement Guide](#) – The SVHEC Policy Impact Statement Guide provides information to assist in the development of the Policy Impact Statement.
5. [SVHEC Policy Template](#) – The SVHEC Policy Template is a required policy format developed to ensure consistency in the drafting of SVHEC policies. Use of the template facilitates the adoption of clear, concise and uniform SVHEC policies.
6. [SVHEC Policy Review Guidelines](#) – These guidelines are used by members of the Director Policy Review Committee in their review of policies prior to and during their meeting.
7. [SVHEC Policy Definitions](#) – This is a listing of definitions that have been used in policies that have been reviewed by the Director Policy Review Committee, will assist in the drafting of policies and will be periodically updated.



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## **Southern Virginia Higher Education Center Policy**

### **POLICY PROCESS AT-A-GLANCE**

#### **New Policy and Policy Revisions**

- SVHEC Policies are reviewed at least once every 5 years.
- Policies are created or revised when a need is identified

#### **Definition of a SVHEC Policy**

- Applies broadly, impacts more than one division of the SVHEC
- Meets criteria in one or more of the three categories:
  - ❖ Enhances SVHEC Mission
  - ❖ Ensures compliance
  - ❖ Promotes effectiveness/reduce risk.

#### **Required Format/Templates**

- Provide structure and consistency
- Include sections representing required information
- Templates include:
  - ❖ SVHEC Policy Template
  - ❖ SVHEC Impact Statement Template

#### **How to Comment**

- 15-day Comments Period allows for feedback from SVHEC community
- Thoughtful comments are encouraged
- Comments may be sent to the Policy Coordinator

#### **Roles**

Policy Coordinator (PC) is the SVHEC Executive Assistant & Board Clerk

- Responsibilities include:
  - ❖ Coordinates the policy review process
  - ❖ Publishes policies and related information
  - ❖ Notifies SVHEC community of new and revised policies
  - ❖ Maintains policy history
  - ❖ Creates and maintains listing of Policy Definitions



Responsible Oversight Director (ROD) is assigned by Director Policy Review Committee

- Oversees development of a specific policy
- Recommends policy to Director Policy Review Committee (DPRC)
- Serves on Director Policy Review Committee (DPRC)
- Delegates following responsibilities as necessary
  - Coordinates the development of or develops the policy
  - Administers the policy
  - Updates the policy as needed
  - Coordinates a five-year review of the policy
  - Implements the policy and provides training as needed

Policy Formulation & Review Committee (PF&RC)

- Suggested by the Director Policy Review Committee (DPRC)
- Chaired by ROD
- Composed of technical, editorial, and subject matter experts
- Drafts policy using SVHEC Policy Template
- Revises policy based on feedback received during the comments period

Director Policy Review Committee (DPRC)

- Composed of all SVHEC Directors
- Approves Policy Impact Statements to proceed with creation of policy
- Assigns Responsible Oversight Director
- Suggests members for Policy Formulation & Review Committee
- Recommends approval of policy to Executive Director

Executive Director

- Provides provisional approval of policy
- Presents policy to the Board of Trustees for approval
- Obtains Board of Trustees Chairman or designee signature
- Forwards approved policy to Policy Coordinator
- Interprets existing policy

Board of Trustees

- Approve the policy
- Reject the policy
- Take no action on policy for 6 months from presentation date, and the policy will be deemed approved

## Southern Virginia Higher Education Center Policy

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### **Policy # 1101**

**Title: SVHEC DEVELOPING AND MAINTAINING AGENCY POLICY**

**Responsible Oversight Director: Chief Finance and Operations  
Officer**

**Date of Current Revision or Creation:**

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#### **A. PURPOSE**

This policy defines the process for developing, reviewing, approving, and maintaining all SVHEC policies.

#### **B. AUTHORITY**

[Virginia Code Section 23-231.24-29, as amended](#), grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.



## C. DEFINITIONS

Board of Trustees Policy – Policy that is reviewed and approved by the Board of Trustees and falls into four categories, namely:

- Policy that governs the Board of Trustees or interaction with the Board;
- Policy that is designated by the General Assembly, Executive Branch or some other governmental entity as an item that must have the approval of the Board of Trustees;
- Policy that ensures basic rights and obligations to constituencies within the SVHEC that include but are not limited to employees and students; or
- Policy generated directly by the Board of Trustees or a member thereof.

Director Policy Review Committee (DPRC) – A committee comprised of the Directors at the SVHEC. This group is charged with approving the policy impact statement, assigning a Responsible Oversight Director (ROD), and recommending approval of SVHEC policies to the Executive Director.

Interim Policy – A SVHEC policy executed by the Executive Director, at his or her discretion, without following the process discussed herein. Interim policies should receive formal review through this process within one year of execution.

Policy Formulation & Review Committee (PF&RC) – A committee chaired by the ROD of one or more members appointed by the ROD charged with writing clear and understandable policy for the SVHEC following the SVHEC Policy Template described herein. Furthermore, a PF&RC should contain technical, editorial, and subject matter expertise to adequately formulate the policy.

Policy History – The policy history documents all language changes, periodic reviews, and revisions and is maintained by the Policy Coordinator.

Policy Coordinator – An individual appointed by the Executive Director to manage the policy review process and support the Director Policy Review Committee. This individual maintains, publishes and notifies the SVHEC community of all approved and revised SVHEC policies.

Procedure – A statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.



Responsible Oversight Director (ROD) – The member of the DPRC who is assigned to sponsor a specific policy. The ROD oversees its development process and administers the policy. This individual is responsible for keeping the policy up to date and coordinating a details review at least once every five years. After completion of a draft policy by the PF&RC, the ROD is responsible for forwarding the policy to the Policy Coordinator for facilitating a 15-day comment period. The ROD will work with the PF&RC revise the policy draft as needed, based upon feedback from the 15-day comment period.

SVHEC Community – The community by definition includes, but is not limited to, the SVHEC staff, partners, students or others that are impacted by the policy under consideration.

SVHEC Policy – Policy that applies broadly throughout the SVHEC and pertains to more than one division of the SVHEC. SVHEC policy requires the Executive Director’s review and approval and falls into three categories, namely:

- Policy that enhances the mission of the SVHEC;
- Policy that ensures compliance with applicable laws, rules and regulations; or
- Policy that promotes operational effectiveness and efficiencies and reduces institutional risk.

SVHEC Policy Impact Statement – A document that describes the need and justification for a newly proposed SVHEC policy or revisions to existing SVHEC policy when the revisions are being proposed outside of the regular five-year review process. A new SVHEC Policy Impact Statement is not required for policies that are being revised as part of the scheduled five-year review process.

SVHEC Policy Template – A required policy format developed to ensure consistency. Use of the template facilitates the adoption of clear, concise and uniform SVHEC policies.

#### **D. SCOPE**

SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. Matters pertaining only to the internal procedures of a given department or office are not considered to be within the scope of this policy. For the consideration of the SVHEC policies, the website, [www.svhec.org](http://www.svhec.org), is the official location of SVHEC policies.



## **E. POLICY STATEMENT**

Southern Virginia Higher Education Center formally approves, promulgates in a consistent format, and maintains centrally all SVHEC policies. All parties responsible for writing, updating and distributing SVHEC policies must comply with the conditions and procedures that are outlined herein. This document defines a SVHEC policy, explains the SVHEC Policy Template, outlines the steps for formulating, approving, issuing, and amending policies and describes the roles of the various policy committees, the Policy Coordinator and the Executive Director. All SVHEC policies require the Executive Director's approval.

## **F. PROCEDURES**

### **1. New Policies**

#### **a. SVHEC Policy Impact Statement**

When the need for a new policy is identified, a SVHEC Policy Impact Statement is prepared by the proponent of the new policy, and is submitted to the Policy Coordinator who forwards it to the Directors Policy Review Committee (DPRC) for their review and approval.

#### **b. Policy Formulation & Review Committee**

If the SVHEC Policy Impact Statement is determined to have merit, the DPRC designates the Responsible Oversight Director (ROD) who then is assigned to formulate the proposed policy. The ROD will designate the individuals for the Policy Formulation & Review Committee (PF&RC), but may also designate one individual to draft the policy in lieu of a PF&RC.

#### **c. Pre-Review Editing Process**

The PF&RC will conduct an initial review of the policy to:

- Determine if the policy is deficient in any element required in the Policy Template
- Determine if the policy is consistent in terms of style, standard language, hyperlinks, format, etc., with policies already reviewed;
- Correct any grammatical or typing errors; and,
- Modify any element of the policy that needs further clarification, research, etc.



d. Comments Period

When requested by the PF&RC, The Policy Coordinator will facilitate a 15-day Comments Period, which allows for feedback from affected SVHEC community members.

- The draft policy will be posted on the website, [www.svhec.org](http://www.svhec.org) and notifying the SVHEC community that the policy is scheduled for review and inviting questions or comments.
- Community members will be encouraged to make their comments or pose questions.
- Comments and questions will be forwarded to the PF&RC.

e. Post Comment Review Process

After reviewing comments and questions, a final draft will be recommended by the PF&RC.

f. DPRC Review

The DPRC will review draft policies at a regularly scheduled meeting of the Directors. The ROD will present the draft policy to the DPRC.

As the result of this review, the DPRC may:

- Recommend for approval the policy as drafted and obtain legal review if deemed necessary; or
- Send policy with recommendations back to the PF&RC.

g. Provisional Approval

The Executive Director's signature constitutes provisional approval pending review of the Board of Trustees. The date the policy is signed by the Executive Director will be the effective date.

The Policy Coordinator will:

- complete the policy history including all required signatures;
- post the SVHEC policy to the SVHEC website, [www.svhec.org](http://www.svhec.org);
- notify the SVHEC community of the new policy; and
- archive all original policy documents.



h. Board of Trustees Approval

The Executive Director will present the policy to the Board of Trustees for approval. As a result of this approval process the Board of Trustees will

- approve the policy;
- reject the policy; or
- take no action for 6 months from presentation date and the policy will be deemed approved.

2. Revised Policies

The process for review of revised policies is the same as above, with the following exceptions:

- a. A new SVHEC Policy Impact Statement is not required for policies that are being revised as part of the scheduled five-year review process.
- b. If revisions are proposed outside of the five-year review process, A SVHEC Policy Impact Statement is required.

3. Emergency/Interim Policies

On occasion, and at his or her sole discretion, the Executive Director may adopt interim SVHEC policies and waive or temporarily alter any policy in order to meet legal or operational requirements as needs arise, without utilizing the procedures outlined in this policy.

The Policy Coordinator will

- complete the policy history including all required signatures;
- post the SVHEC policy to the SVHEC website, [www.svhec.org](http://www.svhec.org);
- notify the SVHEC community of the new policy; and
- archive all original policy documents.

Interim policies will have an expiration date of one year in order to provide time for full consideration in accordance with this policy.



#### 4. Editorial Changes to Policies

There are times when the titles of SVHEC employees and departments may change. In these instances, the Policy Coordinator is authorized to update these titles in any SVHEC policy that references them without following the formal review process.

The authority to interpret any SVHEC policy rests with the Executive Director.

#### **G. RELATED INFORMATION**

[SVHEC Policy Template](#)

[SVHEC Policy Impact Statement](#)

[Virginia Code 23-231.24.29](#)

[SVHEC By-Laws](#)

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately





§ 23-231.24. Southern Virginia Higher Education Center created; duties.

From such funds as may be appropriated, the Southern Virginia Higher Education Center, previously established as an off-campus center of Longwood University, is hereby continued as an educational institution in the Commonwealth and shall be referred to in this chapter as the "Center." The Center shall:

1. Encourage the expansion of higher education, including adult and continuing education, associate, undergraduate, and graduate degree programs in the region, and foster partnerships between the public and private sectors to enhance higher education in the region;
2. Coordinate the development and delivery of continuing education programs offered by those educational institutions serving the region;
3. Facilitate the delivery of teacher training programs leading to licensure and graduate degrees;
4. Serve as a resource and referral center by maintaining and disseminating information on existing educational programs and resources; and
5. Develop, in coordination with the State Council of Higher Education for Virginia, specific goals for higher education in Southside Virginia.

(2005, cc. 774, 799.)

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§ [23-231.25](#). Membership of governing board; terms; compensation; officers.

- A. The Center shall be governed by a 15-member Board of Trustees, consisting of the Director of the State Council of Higher Education for Virginia or his designee; the Chancellor of the Virginia Community College System or his designee; the presidents or chancellors, as appropriate, or their designees of Longwood University, Danville Community College, and Southside Virginia Community College; the division superintendent of Halifax County public schools; two members of the House of Delegates to be appointed by the Speaker of the House of Delegates; one member of the Senate to be appointed by the Senate Committee on Rules; and six nonlegislative citizen members to be appointed by the Governor, including the chairman and two other members of the Halifax Education Foundation, and three representatives of business and industry. The Speaker of the House of Delegates may appoint an alternate for the Delegate appointed to the Center. The alternate shall serve a term coincident with the term of the Delegate and shall have the



power to act in his absence. The Senate Committee on Rules may appoint an alternate for the Senator appointed to the Center. The alternate shall serve a term coincident with the term of the Senator and shall have the power to act in his absence.

Nonlegislative citizen members of the Board shall be chosen from among residents of the Southside region of the Commonwealth and shall be citizens of the Commonwealth.

- B. Legislative members and the representatives of the Council, the Virginia Community College System, and the named institutions of higher education shall serve terms coincident with their terms of office. After the initial staggering of terms, all nonlegislative citizen appointments shall be for terms of four years, except that appointments to fill vacancies shall be for the unexpired terms. Vacancies shall be filled in the same manner as the original appointments.

No nonlegislative citizen member of the Board shall be eligible to serve more than two successive four-year terms, but after the expiration of the remainder of a term to which appointed to fill a vacancy, two additional four-year terms may be served by such member if appointed thereto.

- C. Nonlegislative citizen members shall not be entitled to compensation for their services. Legislative members of the Board shall be compensated as provided in § [30-19.12](#), and all members of the Board shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties in the work of the Center as provided in §§ [2.2-2813](#) and [2.2-2825](#). The funding for the costs of compensation and expenses of the members shall be provided by the Center.

- D. The Board shall elect a chairman and a vice-chairman from among its members.

(2005, cc. 774, 799; 2006, c. 160.)

§ 23-231.26. Powers of Board; contracts for educational services.

- A. The Board of Trustees shall have, in addition to its other powers, all the corporate powers given to corporations by the provisions of Title 13.1, except in those cases where, by the express terms of its provisions, it is confined to corporations created under that title. The Board shall also have the power to accept, execute, and administer any trust in which it may have an interest under the terms of the instrument creating the trust.



- B. The Board shall have the authority to establish and administer agreements with public and private institutions of higher education for the provision of associate, undergraduate, and graduate degree instructional programs at the Center.

(2005, cc. [774](#), [799](#).)

§ 23-231.27. Executive director; powers and duties; staff.

- A. The Board shall appoint an executive director for the Center who shall supervise and manage the Center and shall prepare and submit, upon direction and approval by the Board, all requests for appropriations. The Executive Director of the Center shall be authorized to employ such staff as necessary to enable the Center to perform its duties as set forth in this chapter. The Board is authorized to determine the duties of such staff and to fix salaries and compensation from such funds as may be appropriated or received.
- B. Additional staff support for the functions of the Center may be provided upon agreement by Longwood University, Danville Community College, and Southside Virginia Community College.

(2005, cc. [774](#), [799](#).)

§ 23-231.28. Application for and acceptance of gifts and grants.

The Board is authorized on behalf of the Center to apply for, accept, and expend gifts, grants, or donations from public or private sources to enable it to carry out its objectives.

(2005, cc. [774](#), [799](#).)

§ 23-231.29. Cooperation of other agencies.

All agencies of the Commonwealth shall cooperate with the Center, and, upon request, assist the Center in the performance of its duties and responsibilities.

(2005, cc. [774](#), [799](#).)



## BYLAWS OF THE SOUTHERN VIRGINIA HIGHER EDUCATION CENTER

- **STATE AGENCY AND CORPORATE NAME**

The Southern Virginia Higher Education Center (the Center) is a state agency established in 2005 by the Virginia General Assembly found in the *Code of Virginia* at § 23-231.24-29. It is governed by a 15 member Board of Trustees. The qualifications, terms, powers, and duties of the members are established by law (§ 23-231.25-26) and enumerated in Article IV of these By-Laws.

- **MISSION OF THE CENTER**

The mission of the SVHEC is to advance Southern Virginia's economic potential through education, innovation, and collaboration.

- **CODE OF ETHICS**

These values serve as a guide for the members of the Center's community when ethical issues arise.

- The Board is committed to learning environments that foster personal growth, educational integrity, and economic development.
- The Board will support the offering of diverse educational opportunities (without duplication) that economically advance the region.
- The Board will be 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.
- The Board will maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- The Board will not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. We will avoid even the appearance of a conflict of interest.
- The Board will offer in good faith and fair dealings to all those we serve and with each other. Our communications will be civil and professional. We will promote transparency in all activities.



- The Board will offer employment opportunities in accordance with State, Federal, and Center policies supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, age, disability, veteran status, sexual orientation, or political affiliation.
  - The Board encourages and expects all members of the community to act in good faith and bring to the attention of the appropriate official any violation or potential violation of these principles.
- **GOVERNING BOARD OF THE CENTER**

A. The Center shall be governed by a 15-member Board of Trustees, consisting of the Director of the State Council of Higher Education for Virginia or his designee; the Chancellor of the Virginia Community College System or his designee; the presidents or chancellors, as appropriate, or their designees of Longwood University, Danville Community College, and Southside Virginia Community College; the division superintendent of Halifax County Public schools; two members of the House of Delegates to be appointed by the Speaker of the House of Delegates; one member of the Senate to be appointed by the Senate Committee on Rules; and six non-legislative citizen members to be appointed by the Governor, including the chairman and two other members of the Halifax Education Foundation, and three representatives of business and industry.

Non-legislative citizen members of the Board shall be chosen from among residents of the Southside region of the Commonwealth and shall be citizens of the Commonwealth.

B. Legislative members and the representatives of the Council, the Virginia Community College System, and the named institutions of higher education shall serve terms coincident with their terms of office. After the initial staggering of terms, all non-legislative citizen appointments shall be for terms of four years, except that appointments to fill vacancies shall be for the unexpired terms. Vacancies shall be filled in the same manner as the original appointments.

No non-legislative citizen member of the Board shall be eligible to serve more than two successive four-year terms. But after the expiration of the remainder of a term to which appointed to fill a vacancy, two additional four-year terms may be served by such member if appointed thereto.



- C. Non-legislative citizen members shall not be entitled to compensation for their services. Legislative members of the Board shall be compensated as provided in Section 30-19.12, and all members of the Board shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties in the work of the Center as provided in Section 2.2-2813 and Section 2.2-2825. The funding for the costs of compensation and expenses of the members shall be provided by the Center.
- D. The Powers of the Board shall include:
1. The Board of Trustees shall have, in addition to its other powers, all the corporate powers given to corporations by the provisions of Title 13.1 except in those cases where, by the express terms of its provisions, it is confined to corporations created under that title.
  2. The Board shall also have the power to accept, execute, and administer any trust in which it may have an interest under the terms of the instrument creating the trust.
  3. The Board shall have the authority to establish and administer agreements with public and private organizations to provide educational opportunities at the Center that economically advance the region.
  4. The Board is authorized on behalf of the Center to apply for, accept, and expend gifts, grants, or donations from public or private sources to enable it to carry out its objectives.
- E. Major Responsibilities of the Board are to:
1. Carry out the institution's mission and its responsibilities to the State.
  2. Set the organization's overall strategy. Modify as needed.
  3. Adopt a mission statement, code of ethics, and whistleblower policy
  4. Formulate policy to guide administration, financing, and coordination of the Center and programs.
  5. Monitor organizational performance, including the contributions of partner institutions, and hold management accountable.
  6. Select, evaluate, support, and if necessary replace the executive director.
  7. Develop and conserve the organization's resources—both funds and facilities.
  8. Establish and operate with financial and auditing protocols.



9. Serve as a bridge and buffer between the organization and its environment including:
  - a. Assessing and communicating needs within the Center's service area.
  - b. Advocating for the organization publically and building support within the wider community.
10. Exercise due diligence and a duty of care by ensuring policies and procedures are in place so Trustees have the information to make informed decisions.
11. Provide a duty of loyalty by acting in the interest of the Center and avoiding conflicts of interest.
12. Promote transparency in all activities.

- **MEETINGS OF THE BOARD**

- A. The Board of Trustees will meet at least quarterly. The last meeting of the fiscal year will be the annual meeting at which time elections for officers will be conducted. The annual meeting of the Board shall take place on such date and such time and place as may be established by the Chairman. Notice of the annual meeting shall be sent by regular mail fifteen (15) days before the scheduled annual meeting, to the addresses of the members of the Board on the records of the Center.
- B. The Board of Trustees shall hold one meeting a year in which the Halifax Educational Foundation, owners of the Center's facilities and general benefactor to the Center, is invited into a joint meeting of the two boards.
- C. Additional meetings may be called by any three members of the Board provided that each member is given two weeks' notice.
- D. A majority of the members of the Board of Trustees shall constitute a quorum for any business meeting. Action of the Board must be authorized by the affirmative vote of a majority of that quorum.
- E. If any Board member misses three consecutive quarterly meetings then it will be assumed that that member has resigned from the Board and shall be replaced by the appointing authority.



- **OFFICERS OF THE BOARD**

- A. The officers of the Board of Trustees shall be Chairman, Vice-Chairman, Secretary, and such other officers that may be determined by the Board of Trustees. All officers must be members of the Board.
- B. The officers shall be elected at the annual meeting for a term of two years. The Chairman may be reelected once for an additional one year term thus allowing the chairman to serve for a maximum of three years. Officers may be removed with or without cause at any time whenever the Board, in its absolute discretion, shall consider the best interest of the Center would be served thereby.
- C. Prior to the annual meeting of the Board, the Chairman shall appoint a nominating committee of no fewer than three members. The nominating committee will report a recommendation of Chairman, Vice Chairman, Secretary, and two at-large members of the Executive Committee at the annual meeting. Other nominations may be made from the floor in open session. The vote of all members shall be evidenced by hand or voice vote. The elections shall continue until a nominee has received a majority of the votes of the Board membership. The Executive Director of the Center shall serve as presiding officer over the election until the election of Chairman is accomplished unless the Board directs otherwise.
- D. Vacancies, however created, shall be filled for the unexpired term by the Board at the next Board meeting following the procedures for regular elections.

**Duties of Officers:**

- E. Chairman - The Chairman shall be the principal corporate officer of the Center and shall have general administrative supervision of the Center. S/He shall serve as Chairman of the Executive Committee. The Chairman shall preside at all meetings of the Board and Executive Committee. In his/her absence, the Vice Chairman will preside. S/He shall appoint at each annual meeting all Committees, both Standing and Ad Hoc, of the Board and their Chairman. The Chairman shall make every effort to motivate the Board Committees to accept and complete their assigned responsibilities. S/He shall have the power to sign contracts, notes, and other instruments of the Center provided s/he shall not extend the credit of the Center through the endorsement, with recourse, of customer obligations without prior approval of the Board, and shall execute all deeds and deeds of



trust affecting the real estate owned by the Center. S/He shall perform all other duties as are incident to this office or as property assigned to him/her by the Board of Trustees. The Chairman shall be an ex-officio member of all Committees. S/He shall make reports to the Board.

- F. Vice-Chairman - The Vice-Chairman shall perform such duties as may be assigned to him/her by the Board or Chairman. In the absence of the Chairman, or in the event of his/her disability or inability to act, the Vice-Chairman shall perform the duties of the Chairman with the full powers, and subject to the restrictions upon the Chairman.
- G. Secretary - The Secretary shall provide for the keeping of minutes of all meetings of the Board and Board Committees. S/He shall see that minutes of board meetings are mailed to Board members within a reasonable time following meetings (two weeks is a guideline) and that the minutes indicate names of persons making and seconding motions. The Secretary shall give or cause to be given appropriate notices in accordance with these bylaws or as required by law, including notice of time and place for holding meetings. The Secretary shall act as custodian of all corporate records and reports, including keeping his or her records at the registered office or principal place of business of the Center, and shall make available for inspection all such books and records to the persons and in such manner as provided by the *Code of Virginia*, as amended. The Secretary shall perform such other duties as prescribed by the Board or Chairman. In the absence or inability of the Secretary to discharge his/her duties, the Vice Chairman shall perform the duties of Secretary.

- **BOARD COMMITTEES**

- A. The Board shall maintain the following Standing Committees: Planning and Development Committee, Programs and Partnerships Committee, and the Executive Committee. The Chairman of the Board of Trustees shall appoint and authorize any Standing or Ad-Hoc Committees as s/he deems necessary consistent with these bylaws and subject to approval by the Board. The majority of such committees shall be comprised of Board members. The Executive Director shall be an ex-officio, non-voting member of all Committees. Committees shall keep regular minutes of their proceedings and report information and action items to the Board for review and final action. Major issues are to be dealt with by each committee prior to being brought before the full Board.



- B. Executive Committee - The Executive Committee shall have and exercise all of the authority of the Board in managing the Center as designated by the Board. However, the Executive Committee shall not have the authority of the Board to amend, alter or repeal the Bylaws; elect, appoint or remove any officer of the Board; amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by the Executive Committee. The Executive Committee shall act in lieu of the full Board only when circumstances prohibit convening a full Board meeting or prohibit having a quorum of the full board represented. The Executive Committee shall be responsible for the functions of the other standing committees in the case in which members of those committees have not been appointed, for whatever reason.

The Executive Committee shall be comprised of the Officers of the Board, (Chairman, Vice-Chairman and Secretary), Standing Committee Chairmen and two at-large Board members. The Executive Committee Chairman shall be the Chairman of the Board. The Executive Committee shall meet as called by the Chairman or two members of the committee and shall report its actions to the full Board at the Board's next meeting, regular or special.

- C. Planning And Development Committee - The Planning and Development Committee shall be responsible for preparing annual operating and capital budgets, reviewing the financial performance of the Center, overseeing the operation and maintenance of physical plant and equipment and furnishings owned by the Center, reviewing financial audits of the Center, overseeing personnel policies and procedures, and working jointly with other Committees in short and long range planning activities. All recommendations will be made to the Board for final action. The Planning and Development Committee is to be made up of seven members appointed by the Chairman.
- D. Programs And Partnerships Committee - The Programs and Partnerships Committee shall have oversight for the scope of partnerships and programs of the Center and will work closely with all partners and affiliates in developing short and long range plans for non-credit, credit, and degree programs as well as other Workforce training programs to be offered at or through the Center. The Programs and Partnerships Committee shall monitor contributions of partner institutions, determine standards and policies for retaining institutional membership in the Center, and recommend membership/continued membership of institutions in the Center. All recommendations will be made to the



- E. Board for final action. The Program and Partnerships Committee shall be made up of seven members appointed by the Chairman.

## VIII. EXECUTIVE DIRECTOR OF THE CENTER

- A. The Board shall appoint an executive director for the Center who shall supervise and manage the Center.
- B. Appropriations - The Executive Director shall prepare and submit, upon direction and approval by the Board, all requests for appropriations.
- C. Personnel - The Executive Director the Center shall be authorized to employ such staff as necessary to enable the Center to perform its duties as set forth in this chapter. Personnel actions by the Executive Director relating to Center personnel shall be included in regular reports submitted to the Board.
- D. Evaluation of the Executive Director – The evaluation of the Executive Director will occur annually at a time to be determined by the Chairman of the Board and the Executive Director. The Executive Committee shall conduct a professional review, in accordance with state policy for evaluating agency heads, and prepare a written, summative evaluation that will be presented to the full Board at a regular meeting. The Chairman will present the evaluation to the Executive Director.
- E. In governing the Center, the Board establishes policy and the Executive Director administers policy.
- F. Major Responsibilities of the Executive Director are to:
  1. Assist and enable the Board to carry out its fundamental functions and responsibilities, including facilitating board decision-making and serving as a liaison to the Board and its committees.
  2. Keep the Board appropriately informed and seek the advice of the Board on pertinent issues and areas requiring policy clarification.
  3. Administer the daily operations of the Center, within appropriate policy and processes for sound management practice.
  4. Develop and implement the institution’s strategic planning, financial planning, and management processes.



5. Appoint, deploy, develop, evaluate, and reappoint personnel.
6. Allocate institutional resources, within appropriate public and institutional policy and priorities.
7. Serve as the primary spokesperson for the institution, coordinating with the Board Chairman on controversial issues.
8. Represent the Center to state agencies and partner institutions, as well as informing the public through public relations and marketing programs.
9. Stimulate the development of innovative programs and delivery systems.
10. Assess and communicate to participating institutions the educational needs of the Center's service area.
11. Manage, maintain, and secure the Center's facilities.
12. Discharge other responsibilities assigned by the Board.

#### **IX. STUDENTS**

- A. Prior to acceptance in any course, a student must comply with the requirements of the offering institution and meet the prerequisites of the course.
- B. Advising and counseling of students remains the responsibility of the institutions.
- C. It is the policy of the Center to maintain and promote equal employment and educational opportunity without regard to race, color, gender or age (except where gender or age is a bona fide occupational qualification), religion, disability, national origin or other non-merit factors.

#### **X. MISCELLANEOUS**

- A. Legal Advisor to the Center – The Attorney General's Office shall serve as legal advisor to the Center as prescribed by statute.
- B. Communications to the Board – The Board of Trustees encourages communication among all constituencies of the Center. Such communication is best achieved through formalized channels. All communications directed to the Board shall be channeled through the Office of the Executive Director. All communications from the Board shall be similarly channeled, or copies thereof shall be furnished, to the Executive Director.



- C. Amendments - These Bylaws may be altered, amended or repealed and new Bylaws adopted by a majority vote of the Board present at any meeting of the Board at which a quorum is present. Notice of all Bylaw changes will be sent to Board of Trustee members ten (10) days prior to the proposed action by the Board.



# Southern Virginia Higher Education Center

## Impact Statement

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### Impact Statement for Proposed Agency Policy

**A. Date Submitted:**

**B. Proposed Policy #:**

**C. Proposed Policy Name:**

**D. Background**

**E. Policy Statement**

**F. Reason for Policy**

**G. Overview of Policy Content**

**H. Consistency with SVHEC Mission and Goals, Other Policies, and Related External Documents**

**I. Agency Community Members Affected By This Policy**

**J. Impact on the Agency**

**K. Stakeholders Who Will Be Consulted in Developing This Policy**

**L. Communications, Training Activities, and Compliance Mechanisms**



\_\_\_\_\_  
**Author's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Policy Coordinator's Signature**

\_\_\_\_\_  
**Date**

**Decision Notification**

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Author Notified Date** \_\_\_\_\_



\*\*\*\*\*

**Director Policy Review Committee (DPRC) Approval to Proceed:**

\_\_\_\_\_  
**Responsible Oversight Director Signature**

\_\_\_\_\_  
**Date**

**Suggested Policy Formulation & Review Committee Members:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Southern Virginia Higher Education Center

### Impact Statement Template Guide

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**A. Date Submitted**

- ❖ Current Date

**B. Proposed Policy #**

- ❖ See Policy Index to determine appropriate policy number to assign

**C. Proposed Policy Name**

- ❖ Concise
- ❖ Relates to purpose of policy

**D. Background**

- State whether this is a new or updated policy.
- Briefly describe the motivation and rationale for the policy proposal.

**E. Policy Statement**

- Summarize the policy's purpose.
- What are the core provisions/requirements?

**F. Reason for Policy**

- State what legal, regulatory, financial, operational, accreditation, technological, accreditation, and/or social requirements this policy addresses.
- Identify what advantages this policy will bring to the Agency.
- Specify any timing requirements for developing this policy.



### **G. Overview of Policy Content**

- State clearly what problem this policy is targeting.
- State the ways this policy will solve this problem.
- Outline the procedures this policy requires of the agency community that will deliver this solution.
- You may want to indicate, generally, the scope of the policy, e.g., what operational activities of the agency will be affected, and what related areas will not be affected.

### **H. Consistency with SVHEC Mission and Goals, Other Policies, and Related External Documents**

- Cite relevant statements of SVHEC's mission, other Agency policies, and related legislation, etc.

### **I. Agency Community Members Affected By This Policy**

- State all entities that apply.

### **J. Impact on the Agency**

- Identify what resources (human, financial, physical, operational, technological, and other) will be needed to implement and maintain compliance with this policy.
- Identify what change to SVHEC's culture and/or behaviors may be involved.
- List any risks of not establishing this policy.

### **K. Stakeholders Who Will Be Consulted in Developing This Policy**

- List the stakeholders most affected by this policy that may be consulted in formulating the policy.

### **L. Communications, Training Activities, and Compliance Mechanisms**

- List any training requirements to build awareness and ensure implementation.
- List any mechanisms existing or needed to ensure compliance with this policy.



**M. Signatures**

- The Author/Person requesting the policy must sign before submitting to Policy Coordinator.
- The Policy Coordinator will sign the Impact Statement to acknowledge receipt and provide a scanned copy to Author.
- The Policy Coordinator will present the Impact Statement to the Director Policy Review Committee.
- Responsible Oversight Director's signature will indicate approval to proceed

**N. Decision Notification**

- The Author will be notified by the Policy Coordinator of the status of the Impact Statement request.
- Policy Coordinator will record:
  - Decision – Approved or Denied;
  - Date Author notified; and
  - Method of Notification



Opportunity Lives Here

## Southern Virginia Higher Education Center Policy

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**Policy #:**

**Policy Title:**

**Responsible Oversight Director:**

**Date of Current Revision or Creation:**

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**A. PURPOSE**

**B. AUTHORITY**

**C. DEFINITIONS**

**D. SCOPE**

**E. POLICY STATEMENT**

**F. RELATED INFORMATION**

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.



**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

\_\_\_\_\_  
Responsible Oversight Director's Signature

\_\_\_\_\_  
Date

**Executive Director – Provisional Approval of Policy:**

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date

Date of Presentation to Board of Trustees:

Date Approved by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates:**

**Scheduled Review Date:**



## SOUTHERN VIRGINIA HIGHER EDUCATION CENTER

### Policy Review Guidelines

#### A. PURPOSE

Subject of the policy and a brief description of what it is trying to accomplish

Does it make sense to the lay person? Is it clear?

#### B. AUTHORITY

What is the basis for the SVHEC's authority or responsibility to create this policy (state or federal statute, state or federal regulation, board directive, inherent power, etc.)?

Does it answer the question "Why does this policy exist?"

At a minimum, must include the general authority statement for the SVHEC.

#### C. DEFINITIONS

Words that might be confusing, have different possible meanings, or are being used in a specific way

Have all terms used in this policy that have **specialized meaning** to the policy, been listed and defined? (Not all words will have the same definition for all policies)

#### D. SCOPE

To whom does the policy apply (administrators, staff, partners, students, visitors, etc.)?

Have all groups to which this policy applies been listed? Are there any special exclusions? If so, are they clearly stated?

#### E. POLICY STATEMENT

Each policy statement presents the intent and applicability of the policy, as well as mandated actions and constraints

Does the statement expand on the policy's purpose by naming specific core provisions or requirements? Does it clearly state what is required? This section should be able to stand on its own to give the reader enough information to abide by the intent of the policy. For example, it should include the following:

- Intent of the policy
- Who must follow the policy
- When the policy applies
- Mandated actions or constraints (a general statement, with specifics included in procedures)



**F. RELATED INFORMATION**

Any applicable policies, appendices and links that relate to the policy and help to implement the policy

Are sufficient links provided for referenced information included in the policy?  
Do the links work?

**G. POLICY HISTORY**

Include all requested information

Are required signatures obtained?  
Is proper date information included as required?

<sup>1</sup>Procedures are not a part of the Policy document. They are maintained separately

## **Southern Virginia Higher Education Center**

### **POLICY DEFINITIONS**

Board of Trustees Policy – Policy that is reviewed and approved by the Board of Trustees and falls into four categories, namely:

- Policy that governs the Board of Trustees or interaction with the Board;
- Policy that is designated by the General Assembly, Executive Branch or some other governmental entity as an item that must have the approval of the Board of Trustees
- Policy that ensures basic rights and obligations to constituencies within the SVHEC that include but are not limited to employees and students; or
- Policy generated directly by the Board of Trustees or a member thereof.

Departments – Subdivisions of the four divisions at the SVHEC, characterized by a unique functional purpose and responsibilities within the division.

Divisions – The four major functional areas at the Division, including the Finance & Operations Division; the R&D Division, Workforce Services; and Student Services & Partner Relations

Director Policy Review Committee (DPRC) – A committee comprised of the Directors at the SVHEC. This group is charged with approving the policy impact statement, assigning a Responsible Oversight Director (ROD), and recommending approval of SVHEC policies to the Executive Director.

Interim Policy – A SVHEC policy executed by the Executive Director, at his or her discretion, without following the process discussed herein. Interim policies should receive formal review through this process within one year of execution.

Policy Coordinator – An individual appointed by the Executive Director to manage the policy review process and support the Director Policy Review Committee. This individual maintains, publishes and notifies the SVHEC community of all approved and revised SVHEC policies.



Policy Formulation & Review Committee (PF&RC) –A committee chaired by the ROD of one or more members appointed by the ROD charged with writing clear and understandable policy for the SVHEC following the SVHEC Policy Template described herein. Furthermore, a PF&RC should contain technical, editorial, and subject matter expertise to adequately formulate the policy.

Policy History – The policy history documents all language changes, periodic reviews, and revisions and is maintained by the Policy Coordinator.

Policy Index – The policy index is a listing of all Policy Numbers and Titles.

Procedure – A statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.