

**BRIGHTPOINT  
COMMUNITY COLLEGE**

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***COLLEGE BOARD  
POLICY MANUAL***

# **Brightpoint Community College**

## **COLLEGE BOARD POLICY AND PROCEDURES MANUAL**

### **1.000 NAME, PHILOSOPHY, AND DEFINITION OF THE COLLEGE**

#### **1.100 Name of the College**

The name of the college shall be Brightpoint Community College.

#### **1.200 Mission of the College**

The mission of the college is a broad collection of statements that comprises the mission, vision, and diversity statements, and the college goals.

Mission Statement: Brightpoint Community College provides quality educational opportunities that inspire student success and community vitality.

Vision Statement: A success story for every student.

Diversity Statement: Brightpoint Community College embraces a culture of diversity, equity and inclusion that empowers anyone from anywhere to be successful in their academic and professional pursuits. We strive to provide an environment that is enriching to all by understanding and appreciating our dimensions of diversity, becoming global citizens, and welcoming new ways of engaging the unique contributions of all people.

#### **1.300 Virginia Community College System (VCCS) Code of Ethics**

- We are committed to learning environments that foster academic integrity.
- We will foster in all disciplines a mutual respect and openness for the freedom of responsible student thought, research, and discussion on all sides of academic issues to facilitate balanced and thorough academic analysis for all participants.
- We 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.
- We will maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We 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.
- We will offer good faith and fair dealings to all those we serve and with each other. Our communications will be civil and professional.
- We will offer employment opportunities in accordance with State, Federal, and System 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.

- We encourage and expect 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.

#### 1.400 Definition of the College

Brightpoint Community College is a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level, which includes, but is not be limited to, courses in occupational and technical fields, the liberal arts and sciences, general education, continuing adult education, pre-college and pre-technical preparatory programs, special training programs to meet the economic needs of the region in which the college is located, and other services to meet the cultural and educational needs of the region.

The college maintains two permanent campuses at Chester and Midlothian, utilizes physical space throughout its service region as necessary, and provides online learning and support services to meet its mission and vision.

The institution serves the counties of Amelia, Charles City, Chesterfield, Dinwiddie, Prince George, Surry and Sussex, and the cities of Hopewell, Petersburg, and Colonial Heights.

## **2.000 BOARD AND PRESIDENT**

#### 2.100 Authority for the Establishment of the Board

Title 23.1, Chapter 29, § 23.1-2904 of the *Code of Virginia* makes the following provisions:

”The State Board for Community Colleges establish policies providing for the creation of a local community college board for each comprehensive community college established under this chapter and the procedures and regulations under which such local boards shall operate. These boards shall assist in ascertaining educational needs and enlisting community involvement and support and shall perform such other duties as may be prescribed by the State Board.”

#### 2.110 General Statement

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

#### 2.120 Name of the Board

The name of the Board shall be the Brightpoint Community College Board and may be called the College Board.

#### 2.130 Appointment of the College Board

Per VCCS Policy 2.09.D:

- a. Each local political subdivision sponsoring the community college shall appoint its board members within the guidelines of the State Board.
- b. The members of the college board shall be residents of the region to be served by the community college and shall include persons from various businesses, industries, and professions in the region being served by the community college. No elected members of either the General Assembly or of a local governing body shall be eligible to serve on the college board; however, elected town officials shall not be prohibited from serving on a college board so long as such town is not a participating political subdivision sponsoring the college. Additionally, no current or former employee, including current adjunct faculty members, of the community college shall be eligible to serve on the college board. All members of the college board shall be deemed members at large charged with the responsibility of serving the best interests of the whole region being served by the community college.
- c. Members shall be appointed for a term of four (4) years. Initial terms of the original appointees shall become effective on the date of the college board's first meeting and shall expire on July 1 of the appropriate year (even though the first meeting of the college board is held in a month other than July). No person having served on the community college board for two successive four-year terms shall be eligible for reappointment to the college board for two years. However, a person appointed to fill an unexpired term may be reappointed for two additional four-year terms.
- d. Failure to attend meetings of the college board shall constitute cause for the removal and replacement of a college board member. The community college board shall make this determination, and if it is determined that it is in the best interest of the college to have a replacement, the college board shall notify the appropriate sponsoring political subdivision of the need for a replacement.
- e. Reappointments and Vacancies
  - i. When the term of office of a college board member expires, the appropriate local political subdivision shall either reappoint the member or appoint a new member. If the member whose term of office has expired is eligible for reappointment, that member shall continue in office until reappointed or a successor named. A member who is not eligible for reappointment shall discontinue service on the college board at the expiration of the term.
  - ii. Whenever a vacancy occurs on the college board, the appropriate political subdivision shall appoint a person to fill the unexpired term of the member creating the vacancy.

- f. Reallocation of College Board Membership: In the event that any local political subdivision wishes to reallocate the positions on a college board because of changing conditions, it shall notify the community college board and the State Board in writing of its desires and reasons for change. The same procedure used to establish the original ad hoc committee shall be instituted to establish an ad hoc committee, as described in VCCS Policy 2.09.D.2, 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.
- g. Distribution of Representation: The college board membership distribution should be representative of the industries, businesses, and professions which are located in the service area of the college. To ensure an appropriate membership distribution representative of the service area, the State Board established the list of employment categories, outlined in Table 2A-1 found in VCCS Policy 2.09.D.2, to assist and guide the College Board Chair and local government jurisdictions in the selection and appointment process. The President and College Board Chair should work closely with the local jurisdictions in order to maintain a membership distribution representative of the college service area.

2.140 Duties and Responsibilities of the College Board

Per VCCS Policy 2.09, a College Board shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board for Community Colleges. In general, a College Board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board for Community Colleges. Members of the Board serve as advocates for the institution within the jurisdictions represented.

The specific duties of a College Board include the following:

- A. The College Board shall elect a chair and vice chair and other such officers from its membership as it deems necessary and shall adopt such rules and regulations as are considered necessary to conduct its business in an orderly manner.
- B. The College Board and the members thereof shall serve as channels of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions.
- C. The College Board shall submit its recommendations to the State Board for Community Colleges for a name for the community college and each campus of a multi-campus college. In the name of each community college shall include the phrase "Community College." The College Board shall be authorized to provide names.  
The naming of a Virginia community college should reflect the values of inclusive and accessible education articulated in the VCCS mission statement, *with special emphasis on diversity, equity, and opportunity*, and be relevant to the students it seeks to serve and to the geography of its service region.

- D. Each college shall adopt procedures regarding the naming of major facilities on its campus(es). The procedures 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.
- E. A current copy of the procedures should be provided to the Office of Facilities Management Services.

Individuals are not eligible for a naming award if they are 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. In addition, per the Code of Virginia no college building, park, road, bridge, or other structure shall be named after a sitting member of the General Assembly. A separation from such employment of service of at least one month is a prerequisite for consideration for eligibility of an award.

- F. The College Board shall provide recommendations to the State Board for Community Colleges on the development of the site plan and on the design, and construction, of facilities for the community college.
- G. The College Board shall participate with the Chancellor and the State Board for Community Colleges in the selection, evaluation and removal of the president in the community college in accordance with procedures adopted by the State Board for Community Colleges.
- H. The College Board shall participate, with the college president, the Chancellor and the State Board for Community Colleges, in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board for Community Colleges. In that context, a college statement of purpose shall be developed by the college community. It shall be approved by the College Board and reviewed and approved by the Chancellor on behalf of the State Board for Community Colleges. This statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.
- I. The College Board shall be responsible for eliciting community participation in program planning and development, establishing local citizens' advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- J. The College Board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board for Community Colleges. It shall also review proposals for the discontinuation of

programs and shall communicate its recommendations on such proposals to the State Board for Community Colleges.

- K. The College Board shall be kept informed of the fiscal status of the college by the college president and shall receive summaries of the biennial financial plan and the annual spending plans.
- L. The College Board shall review and approve a detailed local funds budget for the community college as prepared by the college president within the State Board for Community Colleges guideline, and shall submit this proposed budget to the State Board for Community Colleges for review at the time of its submission to the local political subdivisions.

In addition, the College Board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board for Community Colleges at the end of the fiscal year.

- a) The College Board shall be responsible for the review and approval of a budget prepared by the college president for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund within the guidelines established by the State Board for Community Colleges. The College Board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.
- b) The College Board shall be responsible both for reviewing reports of audit and for reviewing the college president's response to those reports of audit.
- c) The College Board shall be informed of personnel matters by the college president.

2.150 Contact with the State Board for Community Colleges

Any college board or its authorized representative may appear before the State Board for Community Colleges simply by notifying the secretary to the State Board of the request no later than fifteen days prior to the next regularly scheduled meeting of the State Board so that the matter may be put on the agenda.

2.160 Composition of the Brightpoint Community College Board

The Board shall consist of fifteen members as follows: City of Colonial Heights, one representative; City of Hopewell, three representatives; City of Petersburg, two representatives; the Counties of Amelia, Charles City, Dinwiddie, Prince George, Surry, and Sussex, one representative each; and the County of Chesterfield, three representatives.

2.170 Officers of the Brightpoint Community College Board

- A. The elected officers of the Board shall be a chair and a vice chair. The president of the college shall serve as secretary to the Board.
- B. The officers of the Board shall be elected every two years at the last meeting of the fiscal year. The chair shall be limited to a single two-year term.

- C. The nomination and election of officers shall take place only after all official Board appointees have been seated.
- D. Officers of the Board may be removed from office by a vote of two-thirds of the total membership of the Board.

2.180 Compensation of Board Members

- A. Members of the Board shall receive no salaries.
- B. Travel outside the area served by Brightpoint Community College will be reimbursed only if authorized by the Board.
- C. If any official meeting or official engagement of the Board necessitates a meal being served during the time that the Board member is on official college business, the Board member will be reimbursed for the cost of that meal.
- D. Members will be reimbursed for other direct costs incurred in the execution of their duties as members of the Board.
- E. Reimbursement to members for the above items shall be upon proper vouchers from funds available in the Local Funds budget, or the state budget as appropriate.

2.190 Removal and Replacement of Brightpoint Community College Board Members

- A. If a member of the College Board fails to regularly attend board meetings and is absent for three consecutive meetings or for 40% or more of the meetings scheduled between July 1 and the next succeeding June 30, they shall be notified in writing by the Board Chair that the matter will be presented to the Board, in executive session, at the next Board meeting.
- B. This notice shall inform the member that they may present such justification as they may desire or offer to resign.
- C. The vote of the College Board for substantial failure to perform duties must be by a two-thirds majority of those present and taken only after written notice has been given to Board member of the alleged failure in duties and after allowing the Board member the opportunity to present evidence in mitigation.
- D. Any member may initiate the removal process by presenting evidence to the Chair of the College Board.
- E. The Board will make its determination and, if appropriate, instruct the Chair to notify the jurisdiction concerned of the need for replacement.

2.200 College Board Self-Evaluation

- A. The State Board for Community Colleges annually self-evaluates its effectiveness in accordance with VCCS Policy 2.0.5.

- B. The college's regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) considers the relationship between the State Board and advisory College Board representative of multi-level governance under Section 4.3 of the *Principles of Accreditation 2018*. As such, the College Board is expected to perform an annual self-evaluation of its performance.

2.210 Meetings of the Board

- A. Regularly scheduled meetings of the Board shall be held a minimum of four times per year.
- B. Special meetings of the Board shall be held at the call of the Chair or upon petition of a simple majority of the members of the Board.
- C. The president shall distribute an agenda book to all Board members one week prior to the stated meeting date.
- D. All meetings of the Board shall be conducted in accordance with the provisions of the Virginia Freedom of Information Act.
- E. A simple majority of the members of the Board shall constitute a quorum for all purposes, except as otherwise specified herein.
- F. The president, as secretary to the Board, shall keep such minutes and records as are necessary to set forth clearly all actions, showing the vote and proceedings of the Board. The minutes of each meeting shall be considered, corrected if necessary, and approved at the next regular meeting; provided that this action may be taken at an intervening special meeting if the Board desires. The minutes shall be signed by the Chair and the president after corrections and approval, and shall be kept as public record in the custody of the President's office.
- G. A simple majority of the Board may change the date, place, and time of any scheduled meeting.

2.220 Responsibilities and Authority of the President of the College

- A. Responsibilities of the president

The president is responsible to the Chancellor of the Virginia Community College System for organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, and the Virginia Community College System. Specific responsibilities of the president are:

- a. providing principle-centered leadership and supervision for the community college including:

- i. occupational/technical education, college transfer education, general education, and developmental education;
  - ii. continuing education, workforce education, and community services;
  - iii. student access and student services, including counseling programs, student admissions and records, financial aid, disability services, and student activities;
  - iv. budget planning and fiscal management;
  - v. management and development of all campus sites and facilities, and technology
  - vi. recruitment, selection, and professional development of the college's human resources, and
  - vii. serving as secretary to the Local College Board.
- b. assuming responsibility for student enrollment growth relative to the growth of the college's service area;
- c. developing effective regional and community relations with other organizations and individuals for the benefit of the college and community;
- d. providing leadership for institutional resource development including serving as institutional liaison to the foundation and active involvement in fundraising, grants, gifts, and other resources;
- e. serving as legislative advocate for the college and the Virginia Community College System;
- f. leading an institutional effectiveness program for the purpose of continuous improvement;
- g. representing the college at appropriate local, state, and national events;
- h. maintaining an active program of professional development;
- i. serving as a member of the VCCS Advisory Council of Presidents to study, analyze, and recommend policies and procedures to the Chancellor in the areas of budget and finance, human resources, technology, and academic and student affairs, public and governmental affairs, workforce development, and serving as a member of the VCCS Advisory Council of

Presidents to study, analyze, and recommend policies and procedures to the Chancellor in the areas of budget and finance, human resources, technology, and academic and student affairs, public and governmental affairs, workforce development, and

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

- B. The Board and the president shall extend to each other the fullest cooperation and recognition of the responsibilities which evolve upon the Board in its policy-making role and upon the president as the chief executive. Under VCCS policy, the Board participates with the Chancellor of the VCCS in the evaluation of the president. An annual evaluation is prepared in letter form by the College Board, using as its basis the Board's assessments of the president's accomplishments.

The evaluation by the Board shall be conducted by the College Board in consultation with the president. The evaluation shall be based on the annual goals assigned to the president by the Chancellor and any additional goals added by the Board. Goals will be set by the Chancellor by June 15 of each year, with any additions by the Board being made at the first meeting of the fiscal year. The Board evaluation shall begin in January of each year with an interim report by the president. The entire Board will consider the evaluation at its stated May meeting; this consideration will culminate in a letter being prepared by the Chair of the Board and forwarded to the Chancellor.

The Chancellor will prepare a final evaluation that incorporates the work of the Board and send it to the president by June 15. Should significant disparities exist between the Board's report and the Chancellor's assessment, the Chancellor will consult with the Board Chair to seek to reconcile such differences. Additional provisions concerning the annual evaluation may be found in Section 3.15.2 of the *VCCS Policy Manual*.

### **3.000 GENERAL POLICIES**

#### **3.100 Reaffirmation of all Motions and Decisions of Predecessor Boards**

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

#### **3.200 Compliance with Federal Civil Rights Act**

Brightpoint Community College subscribes to and endorses Title VI and Title VII of the Civil Rights Act of 1964, as amended, with Title IX of the Educational Amendments Act of 1972, and with the Americans With Disabilities Act of 1992.

The college's nondiscrimination statement is as follows.

Brightpoint Community College does not discriminate in employment or education opportunity on the basis of race, color, creed, national origin, age, gender, sex, political affiliation, religion, military service or veteran status, sexual orientation, marital status, pregnancy, disability, or other non-merit factors in its programs or activities.

3.300 Legal Counsel

The Board shall retain the State Attorney General's staff to advise and represent the Board and/or the Administration regarding any and all legal matters pertaining to the administration, management and operation of the college. In addition, the president and/or the Board, individually or as a body, may retain independent local counsel to represent them in any litigation arising from the performance of their official duties on behalf of the college. Reasonable fees for such legal service, when rendered, may be paid from State funds providing prior approval is obtained from the College Board, the Chancellor, and the State Attorney General's office.

3.400 Conflict of Interest

- A. In accordance with VCCS Policy 3.3.3.b.2, "No member of a local college board shall apply for a full or part-time position at the college where he or she serves as a member of the local college board.

Each community college is prohibited from employing for remuneration, in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board, or the board member's immediate family. Local college board members may pursue employment at other VCCS institutions where they are not serving as board members.

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

3.500 Freedom of Information Act (FOIA)

- A. The College Board comes under the Freedom of Information Act as prescribed by statute. All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act and the Board convenes and adjourns the closed session in the manner provided by said Section.
- B. Public comment will be received at each regular meeting of the Board following the approval of minutes of the preceding meeting and prior to scheduled agenda.
- C. Individuals who want to speak before the Board must notify the Office of the President at least two working days prior to the scheduled meeting.  
A period of public comment shall be set aside at the beginning of each stated meeting of the College Board. The maximum length for this period shall be thirty minutes. The maximum speaking time for a single participant will be five minutes.

A sign-up sheet shall be made available in the Board meeting location by the President's Office no later than thirty minutes prior to the beginning of a stated meeting. The presiding officer of the Board will direct all activities associated with the period of public comment. The Board shall take no action other than acknowledgement of the remarks made. The Board may, at its discretion, direct that an agenda item be prepared for a subsequent meeting on the subject(s) identified during the public comment period.

- D. Comments must address issues that are relevant to the College Board's agenda for that meeting.
- E. Each speaker will be limited to a 5-minute statement that will become a part of the public record.
- F. Written comments may be provided in lieu of speaking at the meeting.

### 3.600 Meetings and Remote Participation

#### A. Attendance.

All Board members are expected to attend all meetings in person, except under circumstances explicitly outlined in this policy.

#### B. Location of Meetings.

Board meetings shall customarily be held on the college campus. However, the Board may hold its meetings at locations within or outside of the Commonwealth of Virginia, as the Board may deem appropriate.

#### C. Meetings held through Electronic Communication Means.

**The Board may hold all-virtual public meetings following all the provisions set forth in §2.23708.3 of the Code of Virginia, subject to the following conditions:**

- 1) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which the Board chooses to meet shall not be changed unless the Board provides a new meeting notice.
- 2) Public access to the all-virtual meeting public is provided via electronic communication means and included in the public notice.
- 3) The electronic communication means used allows the public to hear all members of the Board participating in the all-virtual public meeting and, when audio-visual technology is available, a member of the Board shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.

- 4) A phone number or other live contact information is provided to alert the Board if the audio or video transmission of the meeting provided by the Board fails, the Board monitors such designated means of communication during the meeting, and the Board takes a recess until public access is restored if the transmission fails for the public.
- 5) No more than two members of the Board are together in any one remote location unless that remote location is open to the public.
- 6) The Board does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting.
- 7) All committees of the Board may also hold all-virtual meetings in accordance with this policy and applicable law.
- 8) Requests for an all-virtual meeting shall be made to the Chair, in consultation with the college president. Such requests may be for such circumstances as emergency situations, when members are separated more than 60 miles from each other/location, difficulty in having quorum if held in-person, travel difficulties, or other types of situations allowed by law and deemed appropriate by the Chair.
- 9.) The Board shall ensure that the meeting minutes contain all of the information required by law and include the fact that the meeting was held by electronic means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity.

**Section 2.2-3708.3 of the Code of Virginia allows for an individual member to participate remotely under the following provisions:**

- 1) The member must request permission to participate remotely and notify the Chair or committee Chair that:
  - a. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
  - b. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance.; or

- c. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
  - d. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- 2) The policy shall not prohibit or restrict any individual member of the Board who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the Board.
  - 3) These provisions regarding remote participation of individual Board members apply to meetings of the full Board and to each of its committees separately.

D. Meetings Open to the Public.

As required under the Virginia Freedom of Information Act ("FOIA"), all meetings of the Board and all meetings of Board committees are open to the public. Code of Virginia, Title 2.2, Chapter 37, § 2.2-3707. The Board or any committee may move into a closed meeting as stipulated in the act to discuss topics exempt from the open meetings requirements. Code of Virginia Title 2.2, Chapter 37, § 2.2-3711. The Board may invite specific individuals to attend a closed meeting. Discussions and actions on any topic not specifically exempted from the public meeting requirement by the statute shall be held in an open meeting. Any action of the Board taken in a closed meeting shall be approved in an open meeting before it can have any force or effect. Code of Virginia Title 2.2, Chapter 37, § 2.2-3711. Members of the Board will be provided with a copy of FOIA by the Board Chair.

## 4.000 FISCAL POLICIES

### 4.100 Fiscal year

The fiscal year of the college shall be from July 1 through June 30.

### 4.200 Formula for Fiscal Support of the College by the Cooperating Jurisdictions

This formula is applied to all of the political jurisdictions served by the Brightpoint Community College.

$$\text{Formula} \quad \frac{A + B + 2C}{4} = D$$

A = Population - a political subdivision's population. Source: University of Virginia, Cooper Center for Public Service, estimate for most recent year available.

B = Property Value - the local levy of property taxes by political subdivision.  
Source: Commonwealth of Virginia, Department of Taxation, most recent year available.

C = Enrollment - the number of unduplicated headcount students, by political subdivision for the most recent fiscal year available.

D = This amount is converted to a percentage for each jurisdiction of the total for all jurisdictions served by the college. The percentage is then multiplied by the total budget request to determine the amount per jurisdiction.

#### 4.300 Depository of Local Funds

- A. All Local Funds shall be placed in an appropriate local depository and records which differentiate the sources of funds shall be maintained. Interest earnings shall be distributed to each source of funds through a pro rata distribution reflective of each source's contribution to the total sum.
- B. The president and the Vice President for Finance and Administration are designated to sign all checks for disbursement of local accounts. Any one of the three designees must sign all Local Funds account disbursements and any two of the three designees must sign all Local Fund checks amounting to or exceeding \$20,000.

#### 4.400 Investment Policy for Local Funds

- A. The primary investment objective for the college is the preservation of principal and minimization of risk. The college shall invest available cash according to established policies while providing appropriate levels of safety, liquidity, and investment yield. Performance shall be reviewed and evaluated on an ongoing basis. The portfolio shall be diversified in order to minimize risk exposures. Specific investments shall be in conformance with policies and regulations of the Commonwealth of Virginia as established by the Virginia Community College system, Department of the Treasury, the Department of Accounts, and The Code of Virginia.
- B. Investment Management: The Vice President for Finance and Administration shall be the primary designee to manage the college's investments. The Vice President for Finance and Administration along with the president, Director of Financial Services and the Director of Governmental and Administrative Services shall form the college's Investment Management Committee and shall manage investments for the college within the approved policies and procedures.
- C. Available Cash: The Vice President for Finance and Administration shall be responsible for determining the amount of cash required for operations within each fund. Cash not required for short-term operations shall be invested if it is determined the investment is advantageous and does not inhibit the operations of

the college. The college shall manage investments to provide adequate liquidity for future expenditures.

- D. Allowable Investments: All investments included in the authorization provided in the Code of Virginia, Title 2.2, Chapter 45 Sections 2.2-4500 and 2.2-4518 also known as the Public Funds Investment Act. While not precluding any investments allowed in this act, Brightpoint Community college will focus its investments in Certificates of Deposits, Money Market Funds, and utilization of any cooperative contract issued by a VCCS college for Local Funds Investments.
- E. Monitoring and Reporting: The Vice President for Finance and Administration shall report the status of all investments to the College Board at its regularly scheduled meetings. The Vice President shall periodically review this policy and recommend any changes or updates to the College Board for its review and approval.

#### 4.500 Audit of Local Accounts

- A. The audit of local accounts shall be conducted by the State Auditor of Public Accounts and the Virginia Community College System internal auditors.
- B. The report of such audit shall be reviewed by the Board and forwarded to the Chancellor for review by the State Board. College Board members may submit audit reports to supporting jurisdictions.

#### 4.600 Student Activity Fund

- A. The president is authorized to establish a student activity fund utilizing revenues from a student activity fee. The president may also direct, with the concurrence of the College Board, that the student activity fund receive revenues from the bookstore, vending machines, and other auxiliary enterprise sources for the purpose of funding the activities of the student body.
- B. The audit of the student activity fund shall be conducted by the State Auditor of Public Accounts and the Virginia Community College System internal auditors.

#### 4.700 College Bookstore

- A. The president is authorized to establish and operate or to lease a college bookstore for the purpose of providing textbooks, materials, and other items appropriate to such bookstore.
- B. The College Bookstore revenue is categorized as other educational and general income. The Bookstore revenues shall be listed separately in the college ledger of accounts. A portion of the net profits from the College Bookstore with the approval of the College Board, may be designated by the president to student activities or other general needs of the college.

- C. The president shall rebid the College Bookstore contract within the timeframe approved by the VCCS to ensure the most favorable business arrangements for the institution. The president may recommend to the Board a change in the method of management (internal college control or outside vendor) at that time.

#### 4.800 Local Funds Budget Review and Approval

##### A. Local Funds Budget

1. In accordance with the Virginia Community College System Policy Manual, the Board shall review and approve a Local Funds budget for the college as prepared by the college president within State Board guidelines.
2. The president shall prepare a proposed Local Funds budget and submit it to the Board for approval each year.

##### B. State Budget

State budget allocations are forwarded to the individual colleges after the General Assembly allocates funds to the VCCS and the VCCS reallocates through its centralized distribution model. An operating budget based on this allocation is then prepared by the individual college. Copies of this operating budget will be distributed, if requested, to the College Board annually.

#### 4.900 Tuition and Fees

- A. Tuition and fees for all college programs, except community service programs, shall be established by the State Board for Community Colleges.
- B. In accordance with the policy manual governing the establishment and operation of the comprehensive community colleges of Virginia, fees shall be established for Community Education and Community Service offerings appropriated in the Education and General Program such that revenues generated in the aggregate shall be equal to or greater than the direct cost of such offerings plus thirty percent for administrative overhead support. See section 4.3.1.7.b for a definition of direct costs.

### **5.000 BUILDING AND SITE DEVELOPMENT POLICIES**

#### 5.100 Selection of Architects

The college president shall select architectural engineering firms for campus master planning, building construction, and/or site development, and advise the Board of such actions. Such decisions shall be forwarded by the president to the Chancellor for approval by appropriate state agencies.

#### 5.200 Master Plans

The college president will advise the College Board of master plans for educational programs and campus development, and changes thereto, and shall submit such plans to the Chancellor of the Community College System for approval.

5.300 Construction Plans

- A. Preliminary drawings for building construction and/or site development shall be presented to the College Board for information and submitted by the president to the Virginia Community College System (VCCS) for approval by State review agencies including the Department of General Services Division of Engineering and Buildings, Art and Architecture Review Board, and others as required. These approvals shall be obtained prior to the advertisement for bids.
- B. Prior to awarding a contract for a capital outlay project funded in whole or in part from non-general funds including Trust & Agency, local, or private gifts, the president and the College Board shall provide written certification to the VCCS that all such funds are on deposit either in the State Treasury or in local college accounts under the control of the local College Board as authorized by the State Board for Community Colleges.

**6.000 CHANGES IN THE *POLICY MANUAL***

A simple majority vote of the full membership of the Board may revise, amend, add, or delete provisions within this Manual at any official meeting, provided such proposed changes shall have been presented at a previous meeting at which a quorum was present, and further, provided a written copy of the proposed changes had been provided each member of the Board at least fifteen days prior to the time that official action is taken. Such changes may not contravene policies of the State Board or the *Code of the Commonwealth of Virginia*.

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