

***VIRGINIA COMMUNITY
COLLEGES ASSOCIATION***



**2008-2009
Leadership Handbook**

September 2009

2008-2009 Leadership Handbook Virginia Community Colleges Association

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What is the VCCA?

The Virginia Community Colleges Association (VCCA) is the professional association representing community college personnel, students, alumni, board members, and friends of the Virginia Community College System.

Membership in the VCCA offers you the opportunity to have an active part in the identification and examination of the ever-changing needs of our 23 community colleges and to communicate those needs to the appropriate agencies and groups.

VCCA members are very proud of the students, faculty, staff, alumni and board members at our community colleges! We feel that our students and fine professionals deserve the best opportunity for professional development and growth. The VCCA advocates developing and maintaining a beneficial climate for excellence in teaching and learning within a framework of academic freedom and professional responsibility and ethics.

VCCA members have imagination. They imagine a future with the Virginia Community College System (VCCS), ranking first in the nation in innovative curricula, student retention and success, services, organizational development and personnel programs and policies.

VCCA members want VCCS tuition to be among the lowest in the country and the ease of transfer between two-year and four-year colleges in Virginia to set the standard for other states.

VCCA needs you. Your support of and commitment to the mission of the VCCA will make the difference in our degree of success! We need your help to promote Virginia's community colleges and to insure that all citizens have the opportunity to access higher education. Your support of the Association will allow us to work toward achieving the full potential of community college education in Virginia.

Share the vision and be involved!

General Information and Suggested Guidelines

Duties and Responsibilities

Within the handbook is a section on duties and responsibilities of Executive Committee officers, Commission chairs and officers, contacts, and others who work on behalf of the Association.

Please review this section for the position that you hold in the VCCA. Additions to this document may be made periodically.

VCCA Letterhead and Publications

VCCA letterhead should be used only for general Association business communication. When using VCCA letterhead with the business community, please be aware that Association funds may not be committed in any implied contractual agreement without the prior approval of the VCCA Executive Committee.

VCCA Newsletter

The VCCA newsletter is published in the spring and fall.

VCCA Home Page

Besides the link to the Internet publications, the VCCA web site also includes a directory of VCCA officers, membership information, news from the VCCA, guidelines for applying for VCCA grants, a poetry section, and links to community college web sites and other sites of interest. Also, the VCCA newsletter is available in PDF format. The VCCA web site address is <http://www.vccaedu.org>.

Contractual Agreements

The VCCA Executive Committee, as described in the VCCA Constitution and Bylaws, has the fiduciary responsibility for the business affairs of the Association. The VCCA treasurer carries out the financial duties of the Association as described in the Constitution and Bylaws.

Only the VCCA Executive Committee may enter into a contractual agreement that obligates the funds of the Association. Such activities include, but are not limited to, annual convention and meeting arrangements, professional development grant activities, purchasing supplies, printing orders, engaging speakers, and arranging to pay travel expenses for speakers or guests.

The VCCA Executive Committee authorizes the VCCA treasurer to pay approved bills of the Association. Only through the cooperation of each VCCA member may we responsibly manage the Association's funds.

Your cooperation in helping to conduct VCCA business affairs in a proper manner is appreciated.

Membership

VCCA membership is coordinated between the VCCA treasurer and the membership liaison. The college contacts assist the treasurer and membership liaison in conducting the annual membership drive beginning in March of each year. Contacts at each institution forward membership lists and dues to the treasurer.

A database is maintained with a list of members as provided by the VCCA treasurer. Based on certified membership per institution, the VCCA treasurer determines the number of voting delegates for each institution for credentials at the Assembly of Delegates for the annual VCCA convention. The number of voting delegates per institution will be determined using the membership list as of June 30 of the previous membership year. **Note:** Individual and institutional dues must be current at the time of the VCCA annual convention in order to provide voting credentials for all voting delegates to the convention.

The VCCA membership year is July 1 to June 30. Membership brochures and applications are available from the college contacts and the secretary. For more information, please contact:

Nova Wright, VCCA Secretary
Dabney S Lancaster Community College
P.O. Box 1000
Clifton Forge, VA 24422
Work Phone: 540-863-2868
nwright@dslcc.edu

Membership Dues Categories

Institutional FTE Enrollment Dues

Annual dues for each membership category are as follows:

		0 – 500	\$200.00
		501 – 1,000	300.00
Student	\$5.00	1,001 – 2,000	400.00
Associate	5.00	2,001 – 3,000	500.00
Staff	15.00	3,001 – 5,000	700.00
Faculty	15.00	5,001 – 7,000	800.00
		7,001 – up	900.00

Associate Membership

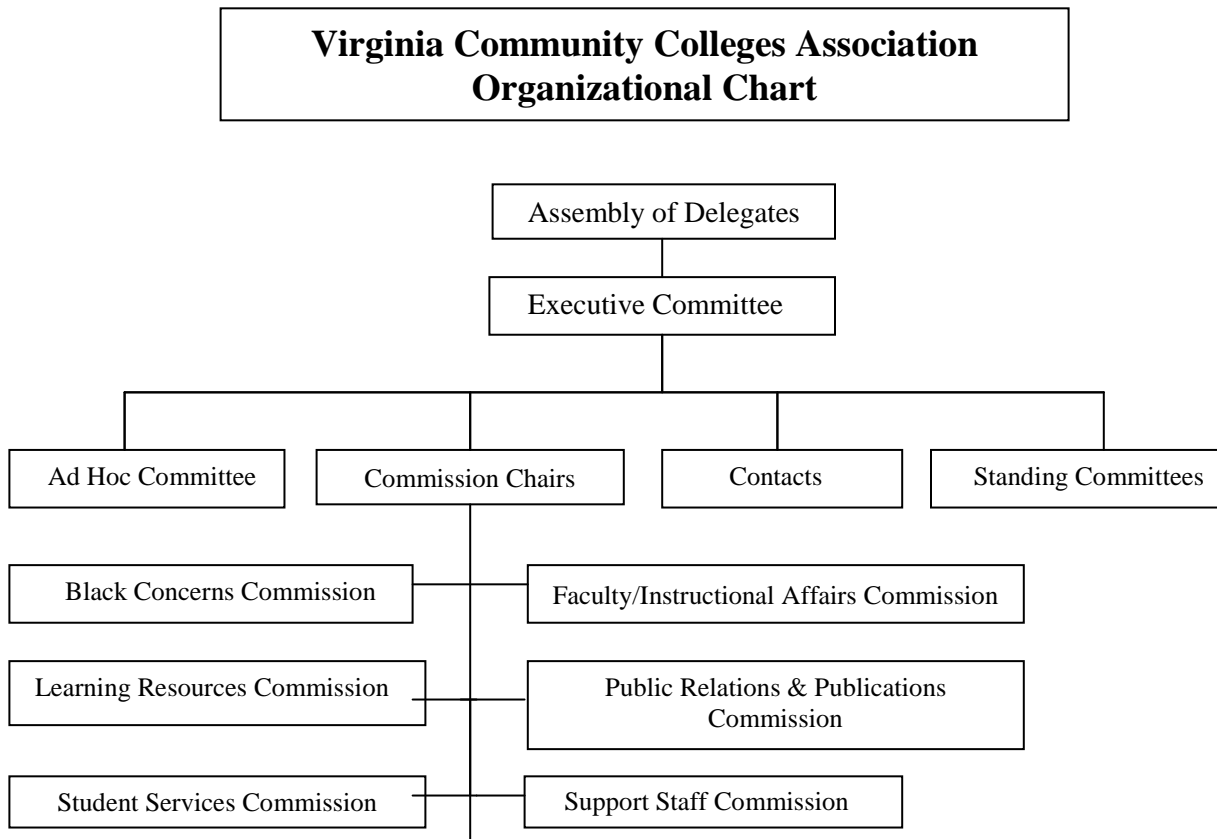
Associate membership is open, upon payment of the annual individual dues, to non-VCCS employees, members of the college boards and any other individual who wishes to support the purposes and functions of the Virginia Community Colleges Association.

VCCA Organizational Chart

The organizational chart of the Association has been included so that it is apparent that the Assembly of Delegates is the body to which the VCCA officers and commissions report. The *voting* delegates who make up the Assembly of Delegates ultimately direct the work of the Association. The Association members elect these delegates. It is the membership of the VCCA that entrusts us all with the work of the Association and to whom we must respond.

In order to maintain a coordinated and informed organization and to ensure that those in leadership positions are aware of the many activities of the Commissions and contacts, please review the organizational chart. By working through each Commission and contact in coordination with the elected VCCA Executive Committee, the Association will present a unified image to its public.

Effective communication between and among the leadership groups is essential to the success of the VCCA. With the VCCA web site, facsimile equipment and e-mail available for our use through the support of the VCCS, we have every opportunity to keep each other informed of needs, issues and activities.



2008-2009 Executive Committee

<p>President George Hoffman Learning Systems Administrator Lord Fairfax Community College 173 Skirmisher Lane Middletown, VA 22645 Telephone: 540-868-7159 Fax: 540-868-7171 Email: ghoffman@lfcc.edu</p>	<p>Member-at-Large, 2201-5500 FTES Sandy Saunders Administrative/Support Program Specialist II Danville Community College 1008 South Main Street Danville, VA 24541 Telephone: (w) 434-797-8460 Fax: 434-797-8451 Email: ssaunders@dcc.vccs.edu</p>
<p>Past President Sharon Hutcheson Executive Assistant Virginia Community College System Office of the Executive Vice Chancellor 101 N.14th Street, 15th Floor Richmond, VA 23219 Telephone: (w) 804-819-4910 Fax: 804-819-4761 Email: shutcheson@vccs.edu</p>	<p>Member-at-Large, 1501-2200 FTES Karen Roberson Administrative Office Specialist III Mountain Empire Community College 3441 Mountain Empire Road Big Stone Gap, VA 24219 Telephone: 276-523-2400, Ext. 223 Fax: 276-523-8297 Email: kroberson@me.vccs.edu</p>
<p>President Elect Dr. Alan Harris Counselor Paul D. Camp Community College P.O. Box 500 271 Kenyon Road Suffolk, VA 23434 Telephone: (w) 757.925.6306 Fax: 757.925.6371 Email: aharris@pc.vccs.edu</p>	<p>Member-at-Large, 0-1500 FTES Issi Patterson Assistant to the Dean Paul D. Camp Community College P.O. Box 500, 271 Kenyon Road Suffolk, VA 23434 Telephone: (w) 757.925-6321; Fax: Email: ipatterson@pc.vccs.edu</p>
<p>Secretary Nova Wright Administrative & Program Specialist for Learning Resources Dabney S Lancaster Community College P.O. Box 1000 Clifton Forge, VA 24422 Work Phone: 540-863-2868 Fax: 540-863-2916 Email: nwright@dslcc.edu</p>	<p>Public Relations/Publications Jennifer Jessee Information Technology Specialist I Virginia Highlands Community College P.O. Box 828, Abingdon, VA 24212 Office Phone: 276-739-2554 E-mail: jjessee@vhcc.edu</p>
<p>Treasurer Becca Slayton, CPPB, VCO Procurement Officer Dabney S. Lancaster Community College P.O. Box 1000 Clifton Forge, VA 24422 Work Phone: 540-863-2879 Fax: 540-863-2915 Email: bslayton@dslcc.edu</p>	<p>Parliamentarian Rena Mallory Administrative Assistant John Tyler Community College 800 Charter Colony Parkway Midlothian, VA 23114-4383 Telephone: 804-594-1440 Fax: 804-594-1449 Email: rmallory@jtcc.edu</p>
<p>Member-at-Large, 5501 + FTES Chris Pauly Student Services Domicile Supervisor Tidewater Community College Virginia Beach Campus 1700 College Crescent Virginia Beach, VA 23453-1918 Telephone: (w) 757-822-7130 Fax: Email: cpauly@tcc.edu</p>	<p>Photographer Neka Wilson Graphic Design/Photographer Mountain Empire Community College 3441 Mountain Empire Road Big Stone Gap, VA 24219 Telephone: 276-523-2400, Ext. 232 Fax: 276-523-7430 Email: nwilson@me.vccs.edu</p>

Membership Coordinator

Rena Mallory

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John Tyler Community College
800 Charter Colony Parkway
Midlothian, VA 23114-4383
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Convention Planning

Showcase Co-Coordinator

Barbara D. Moore

SsVCC - Retired
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Telephone: 434-676-8276 Fax: 434-676-6674
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Showcase Co-Coordinator

Nicki Coyle

Office Service Specialist
Workforce Development Services
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Concurrent Session Coordinator

Denise Harrison

Senior Administrative Assistant, Academic & Student Services
John Tyler Community College
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Convention Registration Coordinator

Paulette Yates

Administrative Staff Assistant
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101 N. 14th Street, 15th Floor
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Vendor Coordinator

Becca Slayton

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VCCA Presidents and Conventions

Year	VCCA President	Convention
1983	Dick Harrington Piedmont Virginia Community College	<i>Constitutional Convention</i> Richmond Hyatt—May 6, 1983
1983	Dick Harrington Piedmont Virginia Community College	1 st Annual Convention: <i>Community College Education: An Investment in Virginia's Future</i> Richmond Hyatt—November 18-19, 1983
1983-84	Carrole Wolin-DeLuca Blue Ridge Community College	2 nd Annual Convention: <i>Education for All with Attention to Each</i> Richmond Hyatt—October 19-20, 1984
1984-85	Jim R. McClellan Northern Virginia Community College	3 rd Annual Convention: <i>Opportunity with Excellence</i> Roanoke Marriott—November 14-16, 1985
1985-86	Jim Geiger Virginia Highlands Community College	4 th Annual Convention: <i>Partners for Success</i> Richmond Hyatt—November 13-15, 1986
1986-87	H. Brady Surles Southwest Virginia Community College	5 th Annual Convention: <i>Our Community Colleges— Leading Virginia into the 21st Century</i> Roanoke Marriott—November 12-14, 1987
1987-88	Lee Kelly Central Virginia Community College	6 th Annual Convention: <i>The Community College and the American Dream</i> Williamsburg Hilton—November 17-19, 1988
1988-89	Pamela D. Turner Thomas Nelson Community College	7 th Annual Convention: <i>Merging Access with Excellence</i> Roanoke Marriott—October 12-14, 1989
1989-90	Cheryl W. Creager Tidewater Community College	8 th Annual Convention: <i>Community College Education: Virginia's First Choice</i> Richmond Marriott—October 11-13, 1990
1990-91	Don Hayes Northern Virginia Community College	9 th Annual Convention: <i>Focusing our Identity: VCCA and The Professional Development</i> Richmond Hyatt—October 3-5, 1991
1991-92	G. Michael Rush Virginia Highlands Community College	10 th Annual Convention: <i>A Decade of Vision— Commitment—Challenge—Advancement</i> Roanoke Airport Marriott—October 8-10, 1992
1992-93	Eleanor Dunford Hernandez Central Virginia Community College	11 th Annual Convention: <i>A Passion for Excellence</i> Richmond Hyatt—October 7-9, 1993
1993-94	Rebecca Farrow John Tyler Community College	12 th Annual Convention: <i>Virginia Community Colleges— Making a Better Tomorrow</i> Fort Mcgruder Inn & Conference Center— October 6-8, 1994
1994-95	Thomas A. Myers Piedmont Virginia Community College	13 th Annual Convention: <i>Communities, Colleges, Challenges— Creating Opportunities</i> Roanoke Airport Marriott—October 5-7, 1995

VCCA Presidents and Conventions Continued

Year	VCCA President	Convention
1995-96	Deloris Baskfield Northern Virginia Community College	14 th Annual Convention: <i>Virginia's Community Colleges— Serving 24 Million and Counting</i> Virginia Beach Sheraton—October 3-5, 1996
1996-97	Elizabeth Smith Southwest Virginia Community College	15 th Annual Convention: <i>Into the Future: VCCA</i> Fort Mcgruder Inn & Conference Center— October 2-4, 1997
1997-98	Melba Taylor Virginia Highlands Community College	16 th Annual Convention: <i>VCCA—Touching the Lives of Virginians</i> Hotel Roanoke & Conference Center—October 1-3, 1998
1998-99	Virginia Hartman Lord Fairfax Community College	17 th Annual Convention: <i>Commitment to Excellence in the 21st Century</i> Richmond Hyatt—October 7-9, 1999
1999- 2000	Lori Wack Blue Ridge Community College	18 th Annual Convention: <i>One Voice—One Vision</i> Hotel Roanoke Conference Center—October 5-7, 2000
2000-01	Linda Rhinard Tidewater Community College	19 th Annual Convention: <i>Creating Opportunities— Maintaining Excellence</i> Chesapeake Convention Center—October 4-6, 2001
2001-02	Jennifer Allman Southside Virginia Community College	20 th Annual Convention: <i>Celebrate the Spirit of Education in America</i> Lynchburg Radisson Hotel—October 3-5, 2002
2002-03	James (Jim) Bates Mountain Empire Community College	21 st Annual Convention: <i>Achieving Harmony: Dynamic Community Connections</i> Holiday Inn Select, Midlothian—October 2-4, 2003
2003-04	Donald K. Baker Southside Virginia Community College	22 nd Annual Convention: <i>Charting the Course for Dateline 2009</i> Portsmouth Renaissance—September 30-October 2, 2004
2004-05	C. Stephen Bass Thomas Nelson Community College	23 rd Annual Convention: <i>Moving Upward to Dateline 2009</i> Hotel Roanoke Conference Center— September 29-October 1, 2005
2005-06	Nancy Warren Paul D. Camp Community College	24 th Annual Convention: <i>Continuing the Legacy</i> Crown Plaza Williamsburg at Fort Magruder— October 5-7, 2006
2006-07	Marquetta Williamson Patrick Henry Community College	25 th Annual Convention <i>Silver Celebration</i> Omni Richmond Hotel, Richmond October 25-27, 2007
2007-07	Sharon Hutcheson Virginia Community College System	25 th Annual Convention <i>Silver Celebration</i> Omni Richmond Hotel, Richmond October 25-27, 2007
2007-08	Sharon Hutcheson Virginia Community College System	26 th Annual Conference <i>Turning Ripples Into Waves</i> The Founders Inn, Virginia Beach October 2-4, 2008
2008-09	George Hoffman Lord Fairfax Community College	27 th Annual Conference <i>Be A Star, Light the Way</i> Hotel Roanoke & Conference Center October 1-3, 2009

Duties and Responsibilities of the VCCA Executive Committee

President

Constitutionally mandated duties and responsibilities

- Preside at the meetings of the Assembly of Delegates
- Call and preside at meetings of the Executive Committee
- Represent the Association in all matters pertaining to Association activities
- Form and call into session ad hoc committees as deemed appropriate
- Authorize expenditures and payment of Association funds
- Appoint members to the Ad Hoc Nominating Committee, with the approval of the Executive Committee, and appoint the committee's chair
- Appoint replacements to fill a vacancy in the office of president elect, secretary, or treasurer with the approval of the Executive Committee
- Assign tasks to the president elect and to the secretary
- Appoint a Parliamentarian, a membership liaison, a publications liaison, a showcase coordinator, and a Web master

Duties and responsibilities assigned or implied

- Propose agendas for meetings of the Executive Committee
- Call and preside at joint meetings of the Executive Committee and/or Commission chairs, contacts, and other groups within the VCCA
- Serve as liaison between the Association and state officials
- Act as the official spokesperson for the Association
- Coordinate the implementation of the Executive Committee and the Assembly of Delegates' decision
- Serve as an overall liaison between the Executive Committee and all the Commissions and Executive Committee members assigned to the Commissions

President Elect

Constitutionally mandated duties and responsibilities

- Perform the duties of the president during the president's absence or disability
- Assume the Presidency if the office should become vacant and serve the remainder of the unexpired term
- Perform such other duties as assigned by the president
- Assume the Presidency in the following year unless barred by ineligibility as described in the Constitution

Duties and responsibilities assigned or implied

- Serve as chair of the Convention Committee and coordinate the arrangements for the annual convention of the Association
- Assist the immediate past president in the review and revision of the duties and responsibilities document as requested

Immediate Past President

Constitutionally mandated duties and responsibilities

The immediate past president has no constitutionally mandated duties and responsibilities other than those assigned to the Executive Committee as a whole.

Duties and responsibilities assigned or implied

- Advise the Executive Committee in all of its activities and provide background information on Association policies, practices, and customs
- Assist in a consulting role with the president elect and the Convention Committee to plan and facilitate the annual convention
- Serve as liaison between the Executive Committee and one Commission
- Serve as chairman of the committee to review and revise the duties and responsibilities document subsequent to the annual convention to incorporate any revision needed due to amendments to the Constitution and/or Bylaws and to examine the document to revise its content to enhance the effectiveness of the Association
- Act as coordinator to receive, review and present to the VCCA Executive Committee all professional development grant proposal applications from all sources. Coordinate the revision (if needed) with person submitting; resubmit for approval; notify person submitting of outcome
- Edit and print professional development forms as needed
- Serve on the Constitution Committee and other committees of the VCCA Executive Committee as requested

Secretary

Constitutionally mandated duties and responsibilities

- Record meetings of the Assembly of Delegates
- Record meetings of the Executive Committee
- Distribute copies of the record to appropriate individuals and groups
- Maintain an accurate list of the membership of the Association by full membership and class of membership
- Maintain an accurate list of official representatives to the Assembly of Delegates
- Maintain an accurate list of Commission officers and contact persons
- Conduct necessary correspondence
- Perform such other duties as may be assigned by the president
- Receive and distribute to the membership any proposed constitutional amendments at least thirty (30) days prior to the VCCA annual convention.
- Receive and distribute to the membership any proposed bylaws or amendments to the bylaws at least thirty (30) days prior to the VCCA annual convention

Duties and responsibilities assigned or implied

- To preserve all documents of the Association except those specifically assigned to others
- Prepare and distribute a directory of the Association (members, officers, commissions, committees, and VCCS presidents) in a timely manner subsequent to the annual convention, but in any case, no later than December 15
- Serve as liaison between the Executive Committee and one Commission
- Coordinate with the Executive Committee, Commissions and committees to prepare and distribute news/information releases on the Association and its members and activities to state-wide, regional, and/or local print and broadcast media as appropriate
- Serve on the Convention Committee with members-at-large

Treasurer

Constitutionally mandated duties and responsibilities

- Receive all monies for the Association
- Make timely payments of Association funds upon authorization by the president
- Submit a financial report to the Assembly of Delegates at the annual convention

Duties and responsibilities assigned or implied

- Coordinate the annual membership drive
- Provide the secretary with an accurate list of members, updated regularly from the VCCA database
- Serve as liaison between the Executive Committee and one Commission
- Report on a regular basis the financial condition of the Association to the Executive Committee at all regularly scheduled Executive Committee meetings
- Serve on the Convention Committee with members-at-large
- Maintain accurate records as outlined in the Accounting Policies and Procedures Manual and provide financial data as needed to conduct a review of the Association books and to facilitate other financial matters required of the Association
- Process expense payments in a timely manner

Members-At-Large

Constitutionally mandated duties and responsibilities

The members-at-large have no constitutionally mandated duties and responsibilities other than those assigned to the Executive Committee as a whole.

Duties and responsibilities assigned or implied

- Apprise the Executive Committee of matters of concern to their respective constituencies
- Maintain close communication with Association contacts at the respective institutions
- Serve as the channel for distribution of materials from the Executive Committee to contacts at each institution
- Assist the treasurer in coordinating the annual membership drive
- Serve as liaison between the Executive Committee and at least one Commission
- Serve on the Convention Committee to propose the convention program in consultation with the president elect (chairman) and immediate past president and to serve as working members of the Convention Committee to facilitate the annual convention

Parliamentarian

Constitutionally mandated duties and responsibilities

- Perform such duties as prescribed by Robert's Rules of Order, Revised
- Assist the officers of the Association

Duties and responsibilities assigned or implied

- Advise the president and the Executive Committee on matters of rules, procedures, and constitutionality
- Chair the Constitutional Review Committee
- Edit and print Constitution as needed
- Serve on the Duties and Responsibilities Review Committee

Membership Liaison

Constitutionally mandated duties and responsibilities

- Maintain membership files
- Assist the officers of the Association with other matters pertaining to membership
-

Duties and responsibilities assigned or implied

- Conduct the annual membership drive
- Receive all memberships
- Provide a report to the Executive Committee following the convention and at the end of the academic year
- Edit and print membership directory to include:
- Updates to membership at the Professional and Personal Development Conference and convention to be included in registration packets
- New membership cards/systems
- Attendance at each Executive Committee meeting is not required

Showcase Coordinator

Constitutionally mandated duties and responsibilities

- The showcase coordinator has no constitutionally mandated duties and responsibilities other than those assigned to the Executive Committee as a whole.

Duties and responsibilities assigned or implied

- Work with college contacts to choose a faculty and staff showcase winner from each of their respective campuses
- Develop and print the showcase booklet for the annual convention
- Develop, design and/or print the certificates for the VCCA Showcase Awards
- Arrange showcase award ceremony for the annual convention to include PowerPoint and media presentations

Publications Liaison

Constitutionally mandated duties and responsibilities

- Advise and assist the officers of the Association with all publications of the Association

Duties and responsibilities assigned or implied

- Compile and print two newsletters per year (in May and a few weeks just before annual convention)
- Compile and print program guides for conferences and/or annual convention
- Edit and print Leadership Handbook as needed
- Submit the aforementioned materials to the webmaster for inclusion on the VCCA website
- Maintain and update letterhead
- Attendance at each Executive Committee as requested/needed by the president

Web Master

Constitutionally mandated duties and responsibilities

- The Web master has no constitutionally mandated duties and responsibilities other than those assigned by the Executive Committee as a whole.

Duties and responsibilities assigned or implied

- Work with the Executive Committee to maintain up-to-date information on the VCCA Web site

Full Executive Committee (Collective Responsibilities)

Constitutionally mandated duties and responsibilities

- Review applications for membership and for membership renewal and report findings to the Assembly of Delegates
- Receive and review recommendations of the Commissions prior to the presentation to the Assembly of Delegates
- Recommend action on matters referred to the Assembly of Delegates
- Refer to the Assembly of Delegates for their action all matters pertaining to changing or establishing policy
- Act for the Assembly of Delegates, consistent with policies and procedures established by the Assembly, when it is not in session
- Plan the annual convention
- Carry out other activities of the Association as assigned by the Assembly of Delegates
- Approve presidential appointments to the Ad Hoc Nominating Committee
- Approve presidential appointments to fill vacancies in the officers of president elect, secretary and/or treasurer
- Accept and facilitate all fiduciary financial responsibilities of the Association; award professional growth and development grants
- Recommend to the Assembly of Delegates those individuals and/or agencies for honorary membership in the Association
- Review and recommend dues structure periodically
- Determine the location of the VCCA annual convention
- Call special meetings of the Assembly of Delegates
- Conduct referenda of the Assembly of Delegates as appropriate and needed

Duties and responsibilities assigned or implied

- Coordinate the activities of the Association
- Implement the decisions of the Assembly of Delegates
- Assure that the annual independent review of the financial records of the Association is conducted in a timely and appropriate manner
- Determine and set Executive Committee meetings
- Serve as a steering committee for the annual convention
- Advise the president on the creation of ad hoc committees
- Determine and set the date of the annual convention
- Assure that an effective communication system is maintained within and external to the Association and facilitate public relations activities to enhance the image of the Association
- Raise funds for the Association's activities and projects using appropriate methods (technique/image)

- Conduct the election of a new Executive Committee at the annual convention and assure the integrity of the election process
- Review and update the VCCA working calendar and insure its distribution to appropriate persons
- Review and update the duties and responsibilities document

Delegates

Constitutionally mandated duties and responsibilities

- Serve collectively as the largest deliberative body of the Association with the responsibility to fulfill the purposes of the Association
- Collectively elect the officers of the Association
- Elect the members-at-large to the VCCA Executive Committee
- Act on proposals submitted by the Executive Committee
- Collectively adopt Articles of Incorporation if needed
- Approve amendments to the Constitution and Bylaws
- Approve the dues structure
- Approve honorary membership recommendations

Duties and responsibilities assigned or implied

- Remain informed of Association activities at the state and local levels
- Communicate suggestions or comments to the Association through the designated members-at-large on the Executive Committee
- Insure the selection of a VCCA contact per college and follow up to facilitate effective communication
- Take responsibility for local VCCA activities in cooperation with the VCCA contact
- Communicate news items to the VCCA publications liaison as appropriate

Commissions

- The following commissions are established to carry out activities consistent with the purposes of the Virginia Community Colleges Association:
- Black Concerns Commission
- Faculty/Instructional Affairs Commission
- Learning Resources Commission
- Research and Publications Commission
- Student Services Commission
- Support Staff Commission

Commission responsibilities shall include:

- Plan the annual convention program for the commission
- Promote articulation among and between members of the VCCA educational institutions
- Promote and support effective practices within the Commission's sphere of influence
- Make recommendations to the VCCA Executive Committee
- Otherwise operate in accordance with the VCCA Constitution and Bylaws and within the bylaws established by the Commission

Commission Chairs

Duties and responsibilities

Primary Communication Link: VCCA Executive Committee Member Designated

- Perform such duties within the Commission as specified by the commission's bylaws, but within the Constitution and Bylaws of the Association
- Maintain communication with the VCCA Executive Committee through the officer on the Executive Committee designated as the liaison for the Commission
- Assure that VCCA Executive Committee approval is obtained for any contact with the public and/or media made in or referencing the Association's name
- Report Commission activities for VCCA publications to the VCCA publications liaison
- Attend or arrange a substitute to attend joint meetings of the VCCA Executive Committee and the Commission chairs
- Submit to the VCCA president at least thirty (30) days prior to the annual convention all proposed resolutions to be considered by the Assembly of Delegates at the annual convention
- Submit to the VCCA president at least sixty (60) days prior to the annual convention all proposed constitutional amendments, proposed bylaws, or proposed amendments to the Bylaws to be considered by the Assembly of Delegates at the annual convention; send duplicate copy to the VCCA secretary
- Take the responsibility to assure that the Commission is actively pursuing the tasks assigned with special attention to the following areas:
 - Planning and implementing seminars/workshops
 - Determining, planning, and implementing appropriate professional development activities
 - Developing and implementing other activities that are important to the Commission's work

Voting Members of Commissions

Constitutionally mandated duties and responsibilities

- No responsibilities are specified in the Constitution other than those which accrue to the Commission as a whole.

Duties and responsibilities assigned or implied

Primary Communication Link: Commission Chair (and) VCCA Executive Committee Member Designated as Liaison to the Commission

- Actively participate in the work of the Commission
- Maintain open line of communication with the Commission chair, other members of the Commission, the institutional VCCA contact at your college, and the VCCA Executive Committee
- Promote the work of the Commission at the member institution and report the results
- Assist in positive public relations for the Commission and the VCCA within the college, the community, and the Commonwealth
- Take initiative in recommending and implementing workshops, seminars, or other activities important to the Commission's work

Contact Person

The effectiveness of the Virginia Community Colleges Association is dependent upon the ability of the officers of the Association to communicate with the membership at large.

The designation of an official representative for members from each VCCA member institution is an appropriate and important strategy in communicating the business of the Association.

The position of contact identifies these officials and critical representatives for the VCCA.

Duties and responsibilities assigned or implied

*Primary Communication Link: **Member-at-Large***

- Shall be a member of the VCCA
- Serve as the liaison between the member institution and the various groups within the VCCA (Executive Committee, Commissions and committees)
- Conduct the annual membership drive at the member institution in cooperation with the VCCA Executive Committee (March-April yearly)
- Forward accurate membership lists, dues records and payments to the VCCA treasurer weekly
- Disseminate information in a prompt and timely manner to institutional members that is forwarded by the Executive Committee, the publications liaison or other groups within the Association
- Provide information to the VCCA Executive Committee concerning activities at the member institution of the local VCCA organizations through the member-at-large representing the member institution
- Advise the VCCA secretary of changes in local VCCA organizational officers
- Inform the VCCA secretary of changes in the member institution's Commission representatives, officers of the local organization, delegates, and committees
- Maintain communication with the VCCA publications liaison
- Attend or arrange a substitute to attend joint meetings of the VCCA Executive Committee and VCCA contacts

Standing Committees

Standing committees of the Association are appointed by the president and Executive Committee to conduct specific business or activities of the Association. Present standing committees include:

- Nominating Committee
- Convention Planning Committee

VCCS Presidents and Institutional Members

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CATEGORY 0-1500

Dabney S. Lancaster
Eastern Shore
Paul D. Camp
Systems Office

CATEGORY 1501-2200

Mountain Empire
Patrick Henry
Rappahannock
Virginia Highlands
Wytheville

CATEGORY 2201-5500

Blue Ridge
Central Virginia
Danville
Germanna
John Tyler
Lord Fairfax
New River
Piedmont Virginia
Southside Virginia
Southwest Virginia
Thomas Nelson
Virginia Western

CATEGORY 5501+

J. Sargeant Reynolds
Northern Virginia
Tidewater

2008-2009 College Contacts

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2008-2009 Commission Officers

Black Concerns Commission 2008			
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Chair	Bridgett Poole	DCC	bpoole@dcc.vccs.edu
Chair Elect	Barbara Vinson Ratliffe	TCC	tcvinsb@tcc.edu
Secretary	Rowena Winfrey	SWVCC	Rowena.winfrey@sw.edu
Asst. Secretary			
Treasurer	Vickie Banks	CVCC	banksv@cvcc.vccs.edu
Parliamentarian	Tammy Jackson	DCC	tjackson@dcc.vccs.edu
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1501-2200	vacant		
2201-5000	Yvonne Carey	PVCC	ycarey@pvcc.edu
5001+	Paula Woods	TCC	pwoods@tcc.edu
Faculty/Instructional Affairs Commission 2008			
<i>Executive Committee Liaison: Dr. Alan Harris, aharris@pc.vccs.edu</i>			
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Co-Chair	Nancy Warren	PDCCC	nwarren@pc.vccs.edu
Secretary	Gary Thomas	VHCC	gthomas@vhcc.edu
Learning Resources 2008			
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Chair	Michael Gilley	MECC	tgilley@me.vccs.edu
Chair Elect	Rosa Townsend	SVCC	rosa.townsend@southside.edu
Secretary	Donna Lamountain	TCC	dlamountain@tcc.edu
Public Relations and Publications 2008			
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Co-Chair	Debbie Weeks	VWCC	dweeks@viriniawestern.edu
Secretary	Vacant		
Student Services 2008			
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Support Staff Commission 2008			
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Co-Chair	Shana Cisco	SVCC	Shana.cisco@southside.edu
Secretary			
Members-at-Large			
0-1500			
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2201-5000			
5001+			

Accounting Procedures

Introduction

The Virginia Community Colleges Association's financial records are maintained by the treasurer under direction of the Executive Committee. The records are maintained on a calendar year basis from January 1 – December 31. This procedure allows each treasurer to complete the bookkeeping cycle and close the records when the office changes. This will also provide clear records to use for any future tax filing. There shall be an annual review, independent of the Executive Committee and other appointees, of the financial records of the Association. An audit will be conducted at intervals not to exceed four years or at the request of the membership.

Purpose

The purpose of this manual is to standardize accounting practice within the Association in congruence with generally accepted accounting procedures and with policies and procedures of the Virginia Community College System Office.

Accounting Records

The VCCA accounting records are maintained in ledger accounts entitled "VCCA Funds." A breakdown of the fund balance is also maintained showing that the fund balance is either invested in a certificate of deposit or on deposit in an interest bearing checking account. All records are maintained on a cash basis.

Bank Accounts

All funds should be deposited into an interest bearing checking account. This account should be maintained in a reputable financial institution. In addition to the interest bearing checking account, funds that are not needed immediately are invested in certificates of deposit. All interest from these investments is added back to the certificate of deposit. A ledger account will be maintained showing the funds invested and the maturity dates. All interest checking income is added to the checking account. The treasurer's records will reflect all investment accounts.

The bank statement should be reconciled monthly. All cancelled checks are to be attached to the monthly reconciliation and maintained in a file by the treasurer. The balances of the checkbook, general ledger, and the bank statement must be reconciled each month to ensure the accuracy of the records. The president, president elect, and the treasurer are authorized to sign checks.

Receipts

The source document for all monies received is a VCCA cash receipts journal. Receipts are written in duplicate when necessary. One copy is kept by the treasurer. Receipts are totaled and deposited as the activity requires. A cash receipts journal will be maintained and posted monthly to the general ledger.

Disbursements

All disbursements are made by VCCA check. A voucher system will be maintained. Any check which is voided should be left with the check stub. A check will be processed when the treasurer receives the following:

1. Payment request voucher
2. Original receipts of purchase or service

Scheduled meeting travel will only need a VCCA travel voucher. All other travel which would encumber VCCA funds must be approved by the VCCA president in advance of the trip. Travel expense reimbursement should be requested using the VCCA travel voucher. All travel regulations listed in the Commonwealth Accounting Policies and Procedures Manual, section 65, will be followed. A condensed listing of the major regulations are:

1. Transportation
 - A. Travel routing will be the most direct practical route. When travel is by automobile, the total transportation expenses reimbursed, including meals and lodging, shall not exceed the cost of the most economical public transportation fare available.
 - B. Mileage will be reimbursed at the state approved rate.
 - C. Parking and tolls may be claimed on the travel voucher. The name of the facility (bridge, tunnel, or turnpike) must be listed.
 - D. Public transportation rates must not exceed those of tourist or coach class accommodations. Receipts for such expenses must be retained for submission with the travel voucher.
2. Lodging: Lodging expenses vary with the area of travel; however, all expenditures must be necessary and reasonable. A copy of the lodging receipt must be retained for submission with the travel voucher.
3. Meals: Meals may be reimbursed when a VCCA representative is traveling on official VCCA business. Per diem limit varies according to the area of travel, using the state guidelines.
4. Petty Cash: Petty cash funds may be established for use by commission chairpersons, project coordinators, or other persons authorized by action of the Executive Committee or president. Petty cash funds will be limited to \$50.00, unless otherwise set by Executive Committee actions.

5. **Commission Funds:** Funds allocated to individual Commissions by the VCCA Executive Committee must be spent to benefit all members of the commission. These funds cannot be used to reimburse travel and lodging of individuals other than speakers at a workshop. Funds generated by commission projects or workshops can be spent at the discretion of that Commission's executive members. However, if a Commission realizes a profit, these funds are forwarded to the VCCA treasurer to be deposited to the general fund.

A cash disbursements journal will be maintained and posted monthly to the general ledger accounts.

Encumbrances

Approved payment request voucher is required for the commitment of VCCA funds. Authorizations are issued by the president in writing or verbally. If the authorization is given verbally, the president will fill out an authorization and forward it to the treasurer for the records. The payment request voucher should be completed in detail giving the account from which the funds will come.

Every effort should be made through phone or written inquiries to keep expenditures to a minimum. Any quote received should be documented in writing. Approval from the president is required for any commitment of funds. The president's expense reimbursement requests will be reported at each meeting and will be approved by Executive Committee action. As soon as materials, supplies or services transactions are complete, the disbursement procedures in this manual should be followed.

Financial Reports

Treasurer reports will be prepared and submitted to the Executive Committee for approval. A summary of cash receipts and cash disbursements showing the current status of VCCA funds will be presented to the Executive Committee at each meeting.

The budget is prepared each year by the president, president elect, and treasurer and submitted to the Executive Committee for its approval. The budget will be projected using the current categories of the chart of accounts. A budget status report will be prepared by the treasurer and submitted to the Executive Committee as requested.

VCCS Reimbursement (PG&D)

The Professional Growth and Development funds (PG&D) form can be used to help defray costs of professional development activities which are open to the full VCCA membership. Allowable expenses include:

1. Fees for presenters
2. Presenters' travel and lodging
3. Meeting rooms
4. Cost of materials
5. Banquet meals
6. Equipment rentals for presenters

The treasurer will follow requirements of the public procurement act as state purchasing guidelines for bidding goods and services.

For allowable expenses, an accounting voucher with copies of original supporting documents will be submitted to the VCCS finance officer requesting reimbursement to the VCCA. The treasurer will keep a file for reimbursement requests along with detailed support documentation.

Funds received from the VCCS will be deposited to the VCCA account and treated as an accounts receivable.

Changes to Accounting Procedures Manual

Changing the policies set forth in this manual will require formal action by the Executive Committee.

Exceptions or exemptions to these policies will be made in writing and approved by the president of the Association.

VCCA Funds Account

The VCCA Chart of Accounts consists of the following:

<u>ACCOUNT TITLE</u>	<u>ACCT. #</u>
Cash – Interest Checking	101
Cash – Certificate of Deposit.....	102
Accounts Receivable.....	103
Capital Budget Allocation.....	300
Interest Income.....	400
Membership Dues	401
Institutional Membership Dues.....	402
Computer Buy Revenue.....	403
Computer Buy Fee	
Computer Buy Rebates	
Credit Card Plan Income.....	404
Other Miscellaneous Income	405
Exhibitors Showcase.....	406
Travel Expense.....	500
Direct Payment to Hotels	
President	
Immediate Past President	
President Elect	
Secretary	
Treasurer	
Member-at-Large 5500+	
Member-at-Large 2201-5500	
Member-at-Large 1501-2200	
Member-at-Large 1-1500	
Parliamentarian	
Membership Liaison	
Publications Liaison	
Showcase Coordinator	
Other Travel	

Grants – Executive Committee	501
Executive Committee Discretionary	502
Newsletter	503
VCCA Journal.....	504
Printing Expense	505
Postage Expense.....	506
Supplies Expense	507
Convention Expense	508
Commission Accounts	509
Black Concerns Commission	
Faculty Affairs Commission	
Learning Resources Commission	
Research & Publications Commission	
Student Services Commission	
Support Staff Commission	
Other Miscellaneous Expense.....	510
Professional & Personal Development Workshop Expense	511

Travel Expense Reimbursement Voucher

See the VCCA Web site for a copy of the travel expense reimbursement voucher: www.vccaedu.org

Payment Request Voucher

See the VCCA Web site for the payment request voucher: www.vccaedu.org