

## Policy No. 1-3

### Subject: Mission, Vision, and Values Statements

Last Revised: 02/01/2023

Historical Status: 02/02/2017

Division	Policy Manager	Administrative Supervisor	Reference
General Administration	College President	College President	

#### I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to regularly review, update as necessary, and publish its mission, vision, and values statements.

#### II. PERTINENT INFORMATION

- A. The VHCC mission and vision statements should describe the institution’s purpose and ambitions for its service area, and they should be consistent with the mission and vision of the Virginia Community College System.
- B. The VHCC values should reflect the distinct cultures of the institution, its students, and the service region.

#### III. DEFINITIONS

- A. Mission: a statement that describes the organization’s characteristics and intended outcomes.
- B. President’s Advisory Council: a designated group of College leaders, appointed by the President, who provides input and feedback on issues related to all areas of the College.
- C. President’s Cabinet: a working group consisting of the College President and designated direct reports, usually all Vice Presidents.
- D. Values: statements that reflect the institution’s culture, traits, or qualities.
- E. VHCC Board: a standing board of appointed members in accordance with VCCS Policy 2.9.D.
- F. Vision: a statement that indicates what the institution aspires to be.

#### IV. GENERAL GUIDELINES

- A. The VHCC mission, vision, and values statements shall be reviewed every six (6) years, or more frequently as determined by the President’s Cabinet or the VHCC Board.
- B. The VHCC President, working with the President’s Advisory Council (PAC),

- shall engage all College constituents, including students; teaching, professional, and administrative faculty; and classified staff in the review process.
- C. All updates to the VHCC mission, vision, and values statements shall be presented to the VHCC Board for review, input, and approval as necessary.
  - D. Current mission, vision, and values statements shall be published on the College website, student catalog and handbook, and other relevant institutional publications.

## **APPENDIX**

### **V. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. [VCCS Policy 2.9.D., Community College Board](#)

### **VI. OPERATING REQUIREMENTS**

- A. The College President shall initiate the process to review the mission, vision, and values statements
  1. Proposed edits will be reviewed and approved by the President's Cabinet.
  2. After approval by the Cabinet, the President shall engage PAC for additional feedback and input on the proposed changes.
  3. Responses from PAC shall be considered by the Cabinet prior to final approval and consideration by the VHCC Board.
- B. Upon completion of the review process, VHCC publications should be updated as soon as possible, but not more than 120 days.