



Policy No. 1-5

Subject: President’s Advisory Council

Last Revised: 02/04/2021

Historical Status: 02/04/2021

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 engage in shared governance through the President’s Advisory Council (PAC), a designated, diverse group of key College stakeholders. The PAC shall provide regular input and advice to the College President for the benefit of the institution.

II. PERTINENT INFORMATION

- A. Respecting the roles and responsibilities of the President and the President’s Cabinet, shared governance invites and respects the diversity of experiences and perspectives of the College community and provides a forum for input and feedback on institutional operations.
- B. Individuals appointed to the PAC have a responsibility to professionally, respectfully, and meaningfully contribute to the process. They are expected to prepare for and attend meetings, solicit and discern input from the College community, and disseminate information as appropriate.

III. DEFINITIONS

- A. 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.
- B. President’s Cabinet: a working group consisting of the College President and designated direct reports, usually all Vice Presidents.

IV. GENERAL GUIDELINES

- A. The PAC will consist of representatives from College stakeholder groups, including directors, deans, and supervisors, as appropriate.
- B. Regular PAC meetings will be called by the College President, who will chair the meeting.
- C. Members of the PAC will attend called meetings or designate an appropriate substitute to participate.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS

- A. As necessary, the President will review the composition of the PAC and appoint membership as follows:
1. Vice Presidents
 2. Academic Deans
 3. Representatives of the Faculty Senate and Classified Support Staff Association
 4. Representatives of operational departments, such as Human Resources and Buildings & Grounds, as deemed appropriate
 5. Student representative
 6. Additional membership as determined by the President
- B. The PAC shall meet as called by the President, but not less than 6 times per year.
- C. Minutes from each PAC meeting will be prepared and made available to PAC members.