

BOARD OF GOVERNORS MANUAL 2020



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I. INTRODUCTION & PURPOSE OF THE MANUAL

The H Lavity Stoutt Community College was created by statute to benefit the territory of the Virgin. The College Act (1993 as Amended) authorizes the creation of a Board of Governors that is charged with ensuring that the aims of the College are met. This manual is intended both to orient new members of the board, as well as to guide the operations of the full Board.

The Manual contains the College Act, which is the legislative basis for the College. The Act outlines the framework for the structure, responsibilities and other conditions that pertain to the Board, and is used to guide many of its operations. All persons serving on the Board of Governors should be familiar with the contents of the Act. For this reason, it is reprinted here in its entirety. The Manual also describes policies that pertain directly to the expectations of members of the Board.

The Vision, Mission and associated Goals, in addition to a brief history of the College are outlines to familiarize members with its development and purpose. Most importantly, frameworks that represent other important cornerstones for carrying out the responsibilities of Board members – Strategic Priorities for the College as well as broad goals of the Board – are described. As a practical matter, such items as a tentative schedule of Board and Committee meetings; the preparation of an agenda and distribution of materials for review by the members in advance of board meetings are outlined. For the convenience of members, Roberts Rules of Order and Parliamentary Procedures are included as appendices.

As the College is accredited by the Middle States Commission on Higher Education (MSCHE), the Requirements of Affiliation and Standards for Accreditation are also included. A sample of relevant MSCHE policies are also included.

In addition to its responsibility for policy matters, the single most important responsibility of the Board is fiduciary in nature. For this reason, such items a variety of financial documents are provided, including financial audits and responses; income and expenditures that make up the current operating budget and the relative allocation of resources to major College functions are provided. A historical summary of the source and use of resources obtained from other than the government are also summarized.

Because the successful operation of the College is dependent in large part on its operational structure and human resources capacities, an organizational chart, as well as both a profile of its leadership team and a distribution of its faculty and other employees across functions that must be provided to ensure the effective implementation of the Mission is included. In this context, a snapshot of significant developments and advancements within the College are also summarized.

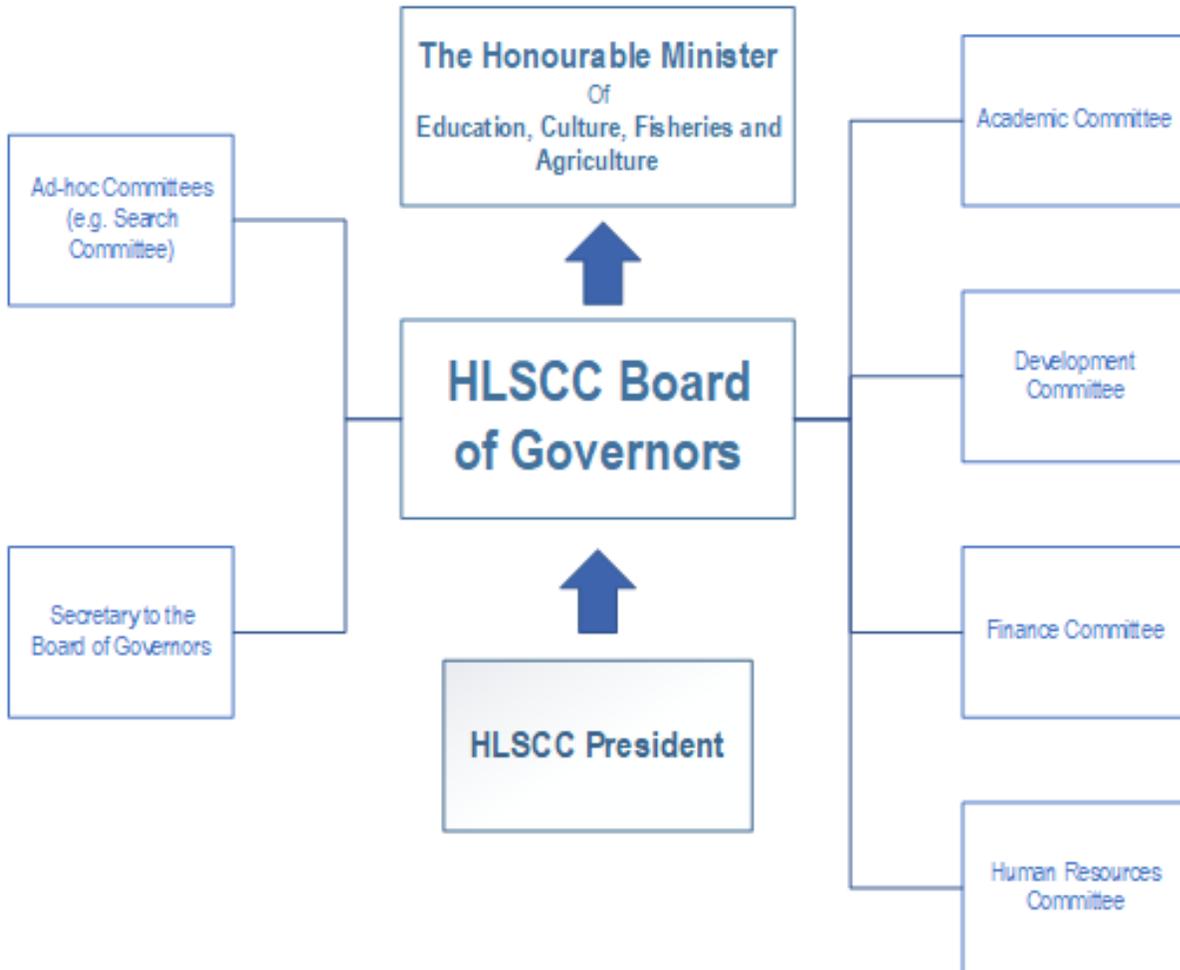
While the programmes and services provided to students are clearly outlined in the College Catalogue; and area described on its website www.hlscc.edu.vg, a list of degree and certificate offerings as well as non-credit offerings through the Workforce Division, and promotional materials that describe these to students are contained in the appendices. A list of the former Board members is also attached.

Members of the Board are encouraged to provide feedback concerning the Manual. By doing so, its use can be maximized by current as well as future members.

II. BOARD APPOINTMENT AND OPERATIONS

A. Structure of the Board

The current structure of the Board is shown in the figure below. The College Act defines standing committees of the Board, and also gives the Board the authority to create other committees as needed. The College President is responsible to the Board of Governors for the operation of the College.



B. Appointment and Term of Service for Board Members

There are not fewer than twelve members of the Board, each of whom is invited and appointed by the Minister of Education ... A member of the Board shall hold office for three consecutive years but shall be eligible for reappointment. The Minister may revoke the appointment of any member of the Board. The first Board of Governors was appointed and convened its first meeting in 1989, prior to the College opening its doors in 1990. See Appendix A for a listing of the current members of the Board.

C. Responsibilities of the Board

The Board of Governors and the President are partners and play an important and complimentary role in leading the institution. The College Act outlines the functions of the Board in paragraph 9 of the provision of the Act. That notwithstanding, the Board is responsible for, but not limited to the following areas:

- **Public Interest** – Always act in the best interest of the public;
- **General Oversight** – Lead the institution through effective governing policies; support and work in partnership with the President as the institution’s leader;
- **Goal setting and Evaluation** – Establish goals and expectations for the College, in consultation with the President; periodically evaluate the President and engage in Board Self-Assessment;
- **Communication** – Maintain open communication; always publicly support the President and staff; direct the President as a Board and not as individuals; keep the President informed of all major issues and events with the potential to affect the College;
- **Policy Making** – Identify and discuss board policy-level values inherent in issues before the Board, reference and use current policy when making decisions, provide thoughtful input early in the policy drafting process; periodically review policies to ensure they are up-to-date. Adopt policies that require and set parameters for effective planning, contribute to the development of the policy direction (mission, vision, and goals).
- **Planning** – Approve various College planning initiatives such as the strategic plan and resource allocation plan.
- **Board Operations** – Adopt and follow policies that:
 - Define structure and role of the Board and its officers;
 - Establish standards for Board member and Board behavior;
 - Define meeting and meeting practices;
 - Define the level of information and support desired from the President; study and discuss information provided; attend conferences and other events to maintain knowledge and skills.

D. Schedule of Meetings

The College Act requires the Board to meet at least twice annually though more frequent meetings have become the norm. Currently, the Board meets on a monthly basis, generally on the ___ Tuesday of the month. This schedule may, however, be affected by the College calendar as well as by public holidays. For this reason, each year, the Chairman and the College President confer in order to prepare an annual schedule of meetings for the Board. Special meetings of the Board may also be called on an ‘as needed’ basis.

E. Preparation for Board Meetings

The Chairman is responsible for calling Board meetings and this is typically done through the Office of the President via the Board Secretary. Typically, a notice of meeting is sent out at least two weeks ahead of the scheduled meeting. This notice may be conveyed by letter, telephone, email or any other effective means of communication.

Prior to the meeting the College will:

1. Notify members of the meeting including date, time and venue;
2. Send a copy of the meetings draft agenda and draft minutes of the previous meeting;
3. Send papers as necessary for agenda items.

Members are expected to:

1. Indicate their preference to receive Board documents electronically or in hard copy;
2. Indicate to the Board Secretary their intention to attend or be absent;
3. Carefully read documents sent pertaining to the meeting;
4. Communicate identified errors in the minutes to the Board Secretary.

If Board members desire to place items on the agenda, this should be communicated directly to the Chairman or through the President at least one week prior to the meetings.

Meetings of the Board are conducted in accordance with Roberts Rules of Order and with Parliamentary Procedures. These are familiar to most Board members, but are provided here, Appendix ___ for ease of access as needed by members.

F. Work of Board Committees

As outlined above, there are currently four sub-committees of the Board, Academic, Development, finance and Human Resource. The committees facilitate the work of the Board by addressing matters within their remit. The committees generally make

recommendations to the Board but can also act on the Board's behalf when authorized to do so by the Board.

To facilitate the work of Board committees, the President assigns senior members of administration to act as liaisons and provide support to the various committees. The administrator works with the committee chair to coordinate the work of the committee, including determine date, time and place of meeting, the agenda, and provision of information necessary for the meeting. The administrator also arranges for minutes of the meeting to be recorded.

Officers currently assigned to the various committees:

| COMMITTEE | ASSIGNED OFFICER |
|--------------------------|------------------|
| Academic Committee | Vice President |
| Development Committee | President |
| Finance Committee | Bursar |
| Human Resource Committee | President |

Duties and Responsibilities of Board Committees

Academic Committee

The Academic Committee of the Board shall have oversight of the curricular aspects of the College, including: the articulation of the **academic mission** of the College, the quality of the faculty, and the quality of the academic programmes and activities that support the **academic mission** of the College. The primary duties and responsibilities are to:

1. Ensure that all elements of the College's academic programme and support services are consistent with and support of its mission and strategies through regular assessment, **including programme review, student learning outcomes assessment and administrative unit review**;
2. Ensure that the various courses of study are appropriate to the needs and interests of the **Community**;

3. Review College recommendations for significant changes in curricula or degree requirements, creation of new programmes or initiatives and/or suspension or elimination of degree programmes;
4. Monitor and evaluate the allocation of financial, personnel, and physical plant resources to the range of academic programmes offered by the College; recommend appropriate action steps concerning academic resources to the full Board;
5. Assist with the shaping and reviewing of policies affecting the overall curricular and academic support programmes;
6. Maintain oversight of academic support programmes, including faculty and academic staff development.

Development Committee

The primary role of the Development Committee is to gain support for the development of the College and advise the Board on matters relating to its physical assets. The primary duties and responsibilities are to:

1. Review and make recommendations for the College's physical plant development;
2. Assess and make recommendations for the leveraging of the College's physical assets, i.e., maximizing the use of assets while minimizing the associated risks;
3. Make recommendations relative to the College's safety and emergency management plans and policies;
4. Approve plans for the proper management and maintenance of the College's physical assets;
5. Give guidance to the fundraising efforts of the College.

Finance Committee

The primary function of the Finance Committee is to assist the Board in fulfilling its oversight responsibilities for the financing of the College, ensuring fiscal integrity, and effective and efficient management of the College's financial resources. The primary duties and responsibilities are to:

1. Make recommendations to the Board pertaining to the adequate financial resourcing of the institution;
2. Review the College's resource allocation proposal and make recommendations to the Board;
3. Review provision and policies for sound fiscal operations, including adequate internal controls.

Human Resource Committee

The primary function of the Human Resource Committee is to maximize the College's investment in its human capital, while minimizing financial and reputational risk through effective, legal, fair and consistent processes in an effort to make the College the best place to work in the Virgin Islands as it fulfills its mission to educate. The primary duties and responsibilities are to:

1. Approve policies relative to the human resources function of the College;
2. Ensure appropriate human resources operations at the College, including recruitment, selection, retention and performance evaluation;
3. Review provisions for the general welfare of the employees of the institution.

III. CONTEXTUAL REFERENCE

A. The College Act

No. 5 of 1993

**British Virgin Islands
Community College
(Amendment) Act, 1993**

**I Assent
Peter A.
Penfold
Governor
7th October,
1993**

**VIRGIN ISLANDS
No. 5 of 1993**

An Act to amend the British Virgin Islands Community College Act, 1990.

[Gazetted 21st October, 1993]

ENACTED by the Legislature of the Virgin Islands as follows -

1. This Act may be cited as the British Virgin Islands Community College (Amendment) Act, 1993.

Short title.

2. Subsection (1) of section 3 of the British Virgin Islands Community College Act, 1990 is amended by deleting the words "British Virgin Islands Community College" and substituting therefor the words "H. Lavity Stoutt Community College".

Amendment of section 3 of Act No. 14 of 1990.

3. Where in any document or in an enactment or instrument (statutory or other) passed or made before the date of commencement of this Act refers to the British Virgin Islands Community College, is to be read as referring, as from that date, to H. Lavity Stoutt Community College.

Reference to British Virgin Islands Community College in any documents etc.

4. This Act shall be deemed to have come into operation on 21st day of December, 1990.

Passed the Legislative Council this 27th day of September, 1993.

Date of commencement.

K.L. FLAX,
Speaker

HUGH A. HODGE,
Clerk of the Legislative Council

No. 14 of 1990

VIRGIN ISLANDS

**BRITISH VIRGIN ISLANDS
COMMUNITY COLLEGE ACT,
1990**

ARRANGEMENT OF SECTIONS

Section

1. Short title and commencement.
2. Interpretation.
3. Establishment of the College.
4. Eligibility.
5. No religious, political or racial test.
6. Establishment of Board.
7. Incorporation.
8. Power to appoint committees.
9. Power to delegate.
10. Protection of the Board and its members.
11. Funds and resources of the Board.
12. Borrowing powers.
13. Guarantee by Minister for Finance of borrowings by Board and repayment of sums issued to meet guarantees.
14. Accounts and audit.
15. Annual report, statement of accounts and estimates.
16. Minutes of Board receivable in evidence.
17. Minister may give directions.
18. Saving of existing agreement of President.

FIRST SCHEDULE

SECOND SCHEDULE

No. 14 of 1990

British Virgin Islands
Community College
Act, 1990

Virgin
Islands

I Assent
J. M. A. Herdman
Governor
21st December, 1990

VIRGIN ISLANDS

No. 14 of 1990

An Act to provide for the establishment of an educational institution to be known as the British Virgin Islands Community College and for matters connected therewith or incidental thereto.

[Gazetted 28th February, 1991]

ENACTED by the Legislature of the Virgin Islands as follows: -

1. This Act may be cited as the British Virgin Islands Community College Act, 1990 and shall come into operation on such date as the Governor may appoint by proclamation published in the Gazette.

Short title and
commencement.

2. In this Act -

"academic term" and "academic year" mean respectively the periods prescribed as such under paragraph 11 (d) of the First Schedule;

Interpretation.

"the Board" means the Board of Governors of the College established under section 6;

First Schedule.

"the Chairman" means the Chairman of the Board and "Deputy Chairman" shall be construed accordingly;

"the Minister" means the Minister who is for the time being charged with responsibility for the College;

"the President" means the President of the College;

"the Registrar" means the Registrar of the College.

3. (1) There is hereby established an educational institution to be called the British Virgin Islands Community College (in this Act referred to as "the College").

(2) The aim of the College shall be to provide for a place

Establishment of
the College.

of education offering instruction in all or any of the following fields of education, that is to say -

- (a) Agriculture;
- (b) Arts and Science and General Studies;
- (c) Health Sciences;
- (d) Marine Studies;
- (e) Hospitality Management;
- (f) Teacher Education and Educational Administration;
- (g) Technical Education and Management Studies,

Eligibility.

No religious, political or racial test.

and in such other fields of education as the Minister may from time to time determine.

Establishment of Board.

4. Men and women shall be eligible for appointment to any office of, or employment under, the Board.

5. No religious, political or racial test shall be imposed on or required of any person in order to entitle him to be a student of the College or to occupy any position in or on the staff of the College.

First Schedule.

6. (1) There shall be established for the purposes of the management of the College a body to be called the Board of Governors.

Second Schedule.

(2) The provisions of the First Schedule shall have effect as to the constitution, functions and procedures of the Board and as to the organisation and staff of the College and otherwise in relation thereto.

(3) Until the appointment of the Board under subsection (2) is made the first Board of Governors shall consist of the persons whose names are specified in the Second Schedule.

(4) The Minister may from time to time by order amend the provisions of the First Schedule.

Incorporation . No. 15 of 1985.

(5) An order made under subsection (4) shall be published in the Gazette.

7. (1) The Board shall be a body corporate and the provisions of section 21 of the Interpretation Act, 1985 shall apply thereto.

(2) The seal of the Board shall be kept in the custody of its Secretary and may be affixed to instruments pursuant to a resolution of the Board and in the presence of the Chairman or Deputy Chairman.

(3) The seal of the Board shall be authenticated by the signature of the Chairman or Deputy Chairman and one other member of the Board.

8. (1) The Academic Committee and the Finance and Development Committees shall be Standing Committees of the Board.

Power to
appoint
committees.

(2) In addition, the Board may appoint a committee of the Board to examine and report to it on any matter arising out of or connected with any of its powers and duties under this Act.

(3) Any such committee appointed pursuant to subsection (1) or (2) shall consist of at least two members of the Board together with such other persons, whether members of the Board or not, whose assistance or advice the Board may desire.

(4) Where persons, not being members of the Board, are members of a Standing Committee or a committee appointed under subsection (2), the Board may with the approval of the Minister, by resolution declare the remuneration and allowances of such persons, and such sums shall properly be payable out of the funds and resources of the Board.

(5) The Board may by resolution reject the report of any such committee appointed pursuant to subsection (2) or adopt it either wholly, or with such modifications, additions or adaptations as the Board may think fit.

9. Subject to the provisions of this Act, the Board may delegate to any member or committee of the Board the power and authority to carry out on its behalf such duties as the Board may determine provided that the delegation of any such power or authority shall not prevent the Board from itself exercising the power of authority.

Power to
delegate.

10. (1) No act done or proceedings taken under this Act or the First Schedule shall be questioned on the ground of any omission, defect or irregularity not affecting the merits of the case.

(2) No suit or prosecution or other legal proceeding shall lie against any member of the Board, or of any committee thereof, for anything which is in good faith done or purported to be done under this Act.

Protection of
the Board and
its members.

Funds and resources of the Board.

11.The funds and resources of the Board shall consist of -

- (a) such sums as may be voted for the purposes of the College by the Legislative Council;
- (b) such sums as may be allocated out of the British Virgin Islands College Fund established under the British Virgin Islands College Fund Act, 1989;
- (c) sums borrowed by the Board for the purpose of meeting any of its obligations or discharging its functions;
- (d) such sums as may be received by the Board or the College by way of loans, donations, gifts, or grants from any source, whether in or outside the Territory; and
- (e) all other sums or property which may in any manner become payable to or vested in the Board in respect of any matter incidental to its functions.

No. 14 of 1989.

Borrowing powers.

- 12.** (1) Subject to the provisions of subsection (2), the Board may borrow sums required by it for meeting any of its obligations or discharging any of its functions.;
- (2) The power of the Board to borrow shall be exercisable only with the approval of the Minister in charge of the subject of Finance as to the amount, the source of the borrowing and the terms on which the borrowing may be effected.
- (3) An approval given in any respect for the purposes of subsection (2) may be either general or limited to a particular borrowing or otherwise, and may be either unconditional or subject to conditions.

Guarantee by Minister for Finance of borrowings by Board and repayment of sums issued to meet guarantees.

- 13.** (1) With the approval of the Legislative Council the Minister in charge of the subject of Finance may guarantee in such manner and on such conditions as he may think fit, the repayment of the principal and payment of interest in respect of any authorised borrowing by the Board.
- (2) Where the Minister in charge of the subject of Finance is satisfied that there has been default in the repayment of any principal moneys or payment of interest guaranteed under the provisions of this section he shall direct the repayment or payment as the case may be out of the Consolidated Fund of the amount in respect of which there has been such default.
- (3) The Board shall make to the Accountant General, at such times and in such manner as the Minister in charge of the subject of Finance may direct, payments of such sums as may be so directed in or towards repayment of any sums issued in

fulfillment of any guarantee given under this section, and payment of interest on what is outstanding for the time being in respect of any sums so issued at such rate as the Minister may direct, and different rates of interest may be directed as regards different sums and as regards interest for different periods.

14. (1) The Board shall keep accounts of its transactions to the satisfaction of the Minister in charge of the subject of Finance and such accounts shall be audited annually by the Auditor.

Accounts and audit.

(2) The members, officers and servants of the Board shall grant to the Auditor or to any public officer on the staff of the Audit Department access to all books, documents, moneys and property of the Board and shall give him or such officer on request all such information as may be within their knowledge in relation to the operation of the Board.

(3) If any person fails or refuses to comply with any request of the Auditor or any member of the staff of his Department made pursuant to subsection (2) or otherwise impedes or obstructs any of them in the exercise of his functions under this section, he shall be guilty of an offence and liable on summary conviction to a fine not exceeding five hundred dollars.

(4) In this Act "Auditor" means the person appointed under section 3 (1) of the Audit Ordinance, 1971.

15. (1) The Board shall submit to the Minister-

No. II of 1971.

(a) within three months after the end of each academic year, or within such further time as the Minister may allow, a report on the activities of the College during that academic year;

Annual report, statement of accounts and estimates.

(b) on or before 1st July in each year, a statement of its accounts audited in accordance with the provisions of section 14, for the financial year ending in such year;

(c) on or before 30th September in each year, its estimates of revenue and expenditure for the College in respect of the next financial year, for the approval of the Minister.

(2) Copies of the reports and statements mentioned in subsections (1) (a) and (1) (b) together with the Auditor's reports thereon shall be laid on the table of the Legislative Council.

16. Minutes made of meetings of the Board shall, if duly signed by the Chairman or Deputy Chairman, be receivable in evidence in all legal proceedings without further proof and every meeting of the Board in respect of which minutes have been so signed shall be deemed to have been duly convened and held and

Minutes of Board receivable in evidence.

all members present thereat to have been duly qualified to act.

17. (1) The Minister may, after consultation with the Board, give the Board -

Minister may
give directions.

(a) directions of a general character as to the policy to be followed in the exercise and performance of its functions in matters appearing to him to concern the public interest;

(b) directions for the remedying of any defect or failure in the performance of its functions,

and the Board shall give effect to such directions,

(2) Where the directions issued under subsection (1) are of an academic nature, the Minister shall not, except on the advice of the Board, give such directions.

18. On and after the commencement of this Act, the agreement entered on 1st December, 1989, between the Board of Governors of the British Virgin Islands Community College and Dr. Theodore Provo, the person appointed as the President of the College, and in force at the commencement shall be deemed to be an appointment made under paragraph 14 of the First Schedule, for the unexpired term of the agreement, as at the commencement, on the terms and conditions contained in the agreement.

Savings of
existing
agreement of
President.

**PROVISIONS HAVING EFFECT AS TO THE CONSTITUTION,
FUNCTIONS AND PROCEDURE OF THE BOARD AND AS TO THE
ORGANISATION AND STAFF OF THE COLLEGE**

1. (1) The Board shall consist of a Chairman, a Deputy Chairman and not less than twelve members to be appointed by the Minister from among persons of proven capacity in matters relating to the aim of the College as set out in section 3 and who are likely to contribute to the furtherance thereof.

Constitution of the Board.

(2) The Registrar shall be the Secretary of the Board but without the right to vote at meetings of the Board.

2. The Minister may appoint any person to act temporarily in the place of any member of the Board in the case of the absence or inability to act of such member.

Temporary membership.

3. (1) A member of the Board shall hold office for three years, but shall be eligible for reappointment.

(2) The Minister may, if he thinks it expedient, revoke the appointment of any member of the Board.

Duration and termination of membership.

(3) The Chairman may at any time resign his office by instrument in writing addressed to the Minister and such resignation shall take effect as from the date of the receipt of such instrument by the Minister.

(4) A member of the Board, other than the Chairman, may at any time resign his office by instrument in writing addressed to the Minister and transmitted through the Chairman and from the date of the receipt by the Minister of such instrument such member shall cease to be a member of the Board.

4. No member of the Board may be appointed to any office of, or employment under, the Board.

5. (1) The Board shall meet at least twice a year and at such other times as may be necessary or expedient for the transaction of its business and such meetings shall be held of its business and such meetings shall be held at such places and times and on such dates as the Board may determine.

A member not to hold employment under the Board.

(2) The Chairman may at any time summon a meeting of the Board and shall summon a meeting within seven days -

Meetings.

(a) of a request for that purpose addressed to him by any seven members of the Board; or

(b) of a direction to that effect addressed to him by the Minister.

(3) The Chairman, or in his absence the Deputy Chairman, shall preside at a meeting of the Board.

(4) At any meeting of the Board, in case of the absence of inability to act of both the Chairman and the Deputy Chairman, the members of the Board present shall elect one of their number to preside at that meeting.

(5) The decisions of the Board shall be by a majority of votes of the members present, and in any case in which the voting is equal, the Chairman, or in his absence the Deputy Chairman or other member presiding at that meeting, shall have a casting vote.

Quorum. 6. At any meeting of the Board seven members thereof shall form the quorum.

Minutes. 7. (1) Minutes in proper form of each meeting of the Board shall be kept by the Secretary of the Board and shall be confirmed by the Chairman or Deputy Chairman, as the case may be, as soon as practicable thereafter at a subsequent meeting,

(2) A copy of the minutes of every meeting of the Board shall be submitted to the Minister within fourteen days after such meeting.

8. The Minister may be represented at any meeting of the Board by any person authorised by him in that behalf and that person may take part in the proceedings at that meeting but shall not vote on any matter.

Minister to be represented at meeting. 9. Without prejudice to any other functions conferred or imposed on the Board under this Act, the functions of the Board shall be-

Functions of the Board. (a) to deal with the appointment of the President under paragraph 14;

(b) to determine the salaries, terms and conditions of all employees of the College and of the Board;

(c) to manage, conduct and supervise the activities of the College;

(d) to have general supervision of the buildings, premises

and grounds of the College; and

(e) to inquire into and adjudicate upon disciplinary charges against students or members of the staff of the College.

Delegation of functions.

10. (1) The Board may delegate such of its functions as it thinks expedient for the purpose of effectively transacting the day to day business of the Board to the Chairman, the President or a Committee appointed by the Board.

(2) Nothing contained in sub-paragraph (1) shall authorise the Board to delegate to any person the exercise of any power to make rules or to do any act involving extraordinary expenditure.

11. The Board may, with the approval of the Minister, make rules -

Rules.

(a) governing the proceedings of the Board and the manner and transaction of its business;

(b) prescribing the manner in which documents, cheques and instruments of any description shall be signed, executed or kept for the purpose of its functions;

(c) prescribing for the due custody of moneys forming part of the funds and resources of the Board;

(d) prescribing the academic years and terms, and the vacations and holidays to be recognised for the purposes of the College; -,

(e) providing for the grant and conditions of leave for the President and staff of the College;

(f) prescribing the subjects of instruction, the relative prominence and value to be assigned to each subject or group of subjects and the extra-curricular activities of the College;

(g) generally for the exercise of its functions under this Act.

12. (1) The staff of the College shall consist of a President, Vice-President, Registrar, Bursar and such number of Deans, Professors, Senior Tutors, Tutors and other employees as the Board, subject to the approval of the Minister, may from time to time determine.

(2) The Vice-President shall perform such functions as may be assigned to him by the President.

Staff of the College.

Organisation of
the College. 13. The Board may cause the College to be organised in Divisions corresponding as nearly as practicable with the fields of education specified in section 3 (2).

President. 14. (1) The President shall be appointed by the Board with the prior approval of the Minister.

(2) The President shall be the academic and administrative head of the College.

(3) The President may terminate his appointment by giving one complete academic term's notice to the Board.

(4) The President shall not hold any other appointment or engage in any other occupation which in the opinion of the Board is likely to interfere with the performance of his functions under this Schedule or is prejudicial to the welfare of the College.

15. The President may, with the prior approval of the Minister, be dismissed by the Board subject to the following conditions -

Dismissal of
President. (a) the President shall be given due notice that his dismissal is under consideration together with a statement of the charges alleged against him; and

(b) the President shall be given an opportunity to defend himself against any such charges.

16. Without prejudice to any other functions conferred or imposed upon him under the provisions of this Schedule, the President shall be responsible for-

(a) the implementation of policy pursuant to section 17;

Functions of
President. (b) the operation, administration, supervision, maintenance and promotion of the College programmes, as well as for the introduction of such measures, mechanisms and procedures as are necessary for the effective discharge of these functions;

(c) the provision of leadership in matters relating to the curriculum of the College;

(d) the promotion of the interests of the College within and outside the Territory; and

(e) exercising such other powers conferred on, or duties delegated to, him by the Board in accordance with this Act.

17. (1) The Vice-President, Registrar, Bursar, and such number of Deans, Professors, Senior Tutors and Tutors (herein- after referred to as the teaching staff) shall be appointed by the Board.

Appointment of
teaching staff.

(2) On first appointment a member of the teaching staff shall be required to serve a probationary period of one year unless the Board dispenses with the requirement to serve a probationary period.

(3) Where a member of the teaching staff is appointed in the first instance for a probationary period, the Board at the expiration thereof, may, on the recommendation of the President, appoint him to a post on the permanent staff of the College.

(4) The appointment to the permanent staff of the College of any member of the teaching staff who was in the first instance appointed for a probationary period, shall be deemed to have taken effect from the date of his appointment on probation.

(5) The appointment of a member of the teaching staff who is serving the probationary period mentioned in sub-para- graph (2) may be terminated by one month's notice given by the card to such member or by such member to the Board.

(6) A notice given under sub-paragraph (5) shall be transmitted through the President.

(7) A member of the teaching staff who is employed by the Board on a whole-time basis shall not hold any other . appointment or engage in any other occupation which in the opinion of the Board may interfere with the proper performance of his duties as such member of the teaching staff or is prejudicial to the welfare of the College.

18. (1) A member of the teaching staff may be suspended by the President for -

- (a) gross neglect of duty; or
- (b) misconduct calculated to Injure the reputation of the College.

Discipline.

(2) The President shall forthwith upon any such sus- pension report the same and the circumstances thereof in writing to the Chairman who shall within seven days of the receipt by him of the President's report summon a meeting of the Board to inquire into and adjudicate upon the matter.

Dismissal of a member of the teaching staff

19. Notwithstanding the provisions of paragraph 18 the Board may dismiss any member of the teaching staff appointed to a post on the permanent staff of the College subject to the following conditions -

(a) such member shall be given due notice that his dismissal is under consideration together with a statement of the charges alleged against him;

(b) such member shall be given an opportunity to defend himself against any such charges.

Termination in respect of appointment under contract.

20. Notwithstanding the provisions of paragraphs 14 (3) and 17 (5), where the President or any member of the teaching staff is appointed and employed under written contract of service the terms of such contract in relation to the termination thereof shall have effect in substitution for the provisions of those paragraphs.

FIRST BOARD OF GOVERNORS OF THE COLLEGE

Hon. H, Lavity Stoutt
Dr. Ralph Blocksma
Dr. Gordon Campbell
Mr. James Duffy
Mr. Derek Dunlop
Hon. Merwyn Dymally
Dr. Nolen Ellison
Mr. Elton Georges
Mr. Lester Hyman
Dr. Henry Jarecki
Mr. Christopher Lloyd
Mr. Albert Paiewonsky
Miss Myrtle Reese
Mr. Elihu Rhymer
Mr. Christopher Smeets
Mrs. Romalia Smith
Mrs. Gracia Stevens
Dr. Joel Stevens
Mr. Charles Tobias
Mr. McWelling Todman
Mr. Elroy Turnbull
Miss L. Adorothy Turnbull
Dr. John Wallace
Hon. Cyril Louis Walters
Mr. Charles H. Wheatley
Hon. Ralph T. O'Neal
Mr. Ralph M. Paiewonsky

Passed the Legislative Council this 14th day of December, 1990.

K.L. FLAX, Speaker.

HUGH A. HODGE, Clerk of the Legislative Council.

No. 14 of 1990

VIRGIN ISLANDS

BRITISH VIRGIN
ISLANDS COMMUNITY
COLLEGE ACT, 1990

ARRANGEMENT OF SECTIONS

Section

1. Short title and commencement.
2. Interpretation.
3. Establishment of the College.
4. Eligibility.
5. No religious, political or racial test.
6. Establishment of Board.
7. Incorporation.
8. Power to appoint committees.
9. Power to delegate.
10. Protection of the Board and its members.
11. Funds and resources of the Board.
12. Borrowing powers.
13. Guarantee by Minister for Finance of borrowings by Board and repayment of sums issued to meet guarantees.
14. Accounts and audit.
15. Annual report, statement of accounts and estimates.
16. Minutes of Board receivable in evidence.
17. Minister may give directions.
18. Saving of existing agreement of President.

FIRST SCHEDULE

SECOND SCHEDULE

No. 14 of 1990

British Virgin Islands
Community College
Act, 1990

Virgin
Islands

I Assent
J. M. A. Herdman
Governor
21st December, 1990

VIRGIN ISLANDS

No. 14 of 1990

An Act to provide for the establishment of an educational institution to be known as the British Virgin Islands Community College and for matters connected therewith or incidental thereto.

[Gazetted 28th February, 1991]

ENACTED by the Legislature of the Virgin Islands as follows: -

1. This Act may be cited as the British Virgin Islands Community College Act, 1990 and shall come into operation on such date as the Governor may appoint by proclamation published in the Gazette.

2. In this Act-

"academic term" and "academic year" mean respectively
the periods prescribed as such under paragraph 11 (d)
of the First Schedule;

"the Board" means the Board of Governors of the College
established under section 6;

"the Chairman" means the Chairman of the Board and
"Deputy Chairman" shall be construed accordingly;

"the Minister" means the Minister who is for the time being charged with responsibility for the College;

"the President" means the President of the College; "the Registrar" means the Registrar of the College.

3. (1) There is hereby established an educational institution to be called the British Virgin Islands Community College (in this Act referred to as "the College").

(2) The aim of the College shall be to provide for a place

of education offering instruction in all or any of the following fields of education, that is to say -

- Eligibility.
- No religious, political or racial test.
- (a) Agriculture;
 - (b) Arts and Science and General Studies;
 - (c) Health Sciences;
 - (d) Marine Studies;
 - (e) Hospitality Management;
 - (f) Teacher Education and Educational Administration;
 - (g) Technical Education and Management Studies,

Establish- ment of Board.

and in such other fields of education as the Minister may from time to time determine.

First Schedule.

1. Men and women shall be eligible for appointment to any office of, or employment under, the Board.

Second Schedule.

2. No religious, political or racial test shall be imposed on or required of any person in order to entitle him to be a student of the College or to occupy any position in or on the staff of the College.

3. (1) There shall be established for the purposes of the management of the College a body to be called the Board of Governors.

Incorpora- tion. No. 15 of 1985.

(2) The provisions of the First Schedule shall have effect as to the constitution, functions and procedures of the Board and as to the organisation and staff of the College and otherwise in relation thereto.

(3) Until the appointment of the Board under subsection (2) is made the first Board of Governors shall consist of the persons whose names are specified in the Second Schedule.

(4) The Minister may from time to time by order amend the provisions of the First Schedule.

(5) An order made under subsection (4) shall be pub- lished in the Gazette.

4. (1) The Board shall be a body corporate and the provisions of section 21 of the Interpretation Act,

1985 shall apply thereto.

B. Brief History of the College

Established as a Community College Project Office within the late Hon. Stoutt's office to give greater meaning to the slogan, "Our Tomorrow Begins Today", the late Hon. H. Lavity Stoutt in the capacity of Chief Minister of the BVI founded the H. Lavity Stoutt Community College.

Since its groundbreaking on November 11, 1989 the college is boasted as the leading accredited higher education institution in the territory.

Before its establishment in 1990 under the College Act of that year, the concept of a College in the British Virgin Islands was developed as far back as 1982. With a change in government in 1983, the idea of a College was put on hold and was later resurfaced in 1986 when the late Hon. H. Lavity Stoutt led the government of the BVI as Chief Minister.

It was not long before a Programme Committee made up of four Task forces was appointed by the then Chief Minister, Hon. H. Lavity Stoutt. The purpose of the four Task Forces was to help define the initial curricula areas that would be offered by the College. The hearing committee, chaired by the late Dr. Norwell Harrigan who had also offered to assist, was organised to hold discussions in order to obtain feedback from the public concerning the viability of tertiary education for the British Virgin Islands. These discussions provided the 'green light' for the appointment, in January, 1989, of Mrs. Eileene Parsons, to head the College Office located at The Omar Hodge Building in Road Town.

The inaugural meeting of the first Board of Governors for the College took place on March 10, 1989. At that meeting, an Executive Committee was appointed to manage the daily operations of the institution.

Within the same month, Theodore Provo was appointed to serve as the President of the College. At the end of the year, the OC Building commonly referred to as the Omar Hodge Building was rented for conducting classes, part-time instructors were appointed, and the College's first courses were approved.

Dr. John Wallace, a private consultant and retired educator from Vermont who helped the USVI set up the University of the Virgin Islands was hired by June 1989 as the Interim Director to ensure that a College was started in 1989.

The Programs Task Force headed by Mrs. Jennie Wheatley immediately reached out to the community and by July 1989, a steady flow of returned questionnaires tailored to employers, employees and the general public revealed an overwhelming need for classes in business and secretarial education, hospitality training, and personal development which became the initial targeted areas of programmes to be offered by the College.

The College Act of 1990 gave birth to the British Virgin Islands Community College which was the single most significant project of the 1990's for improving the quality of life for the people of the British Virgin Islands. On January 14, 1990, the College held its opening ceremony at the OC Building, and classes commenced on January 15, 1990 with 135 students enrolled in 19 courses taught by local residents.

Dr. Charles Wheatley succeeded Dr. Theodore Provo as President on February 1, 1991 and served until July 2005. On August 15, 1993, the College moved from its original location to its current campus at

Paraquita Bay and was renamed in honour of its Founding Chairman, Chief Minister, the late Hon. H. Lavity Stoutt.

With the demands from the sister island of Virgin Gorda, the College extended its offerings in 1996 to the Virgin Gorda community by offering classes within the confines of the Bregado Flax Educational Centre. The faculty and staff from Tortola commuted to Virgin Gorda to ensure that it got a good start and could offer what the students of Virgin Gorda needed. The Virgin Gorda Centre commenced operation in 1996.

C. College Mission, Vision, Values, Goals and Priorities

| College Vision Statement (2012) | College Mission Statement (2012) |
|--|---|
| <p>H. Lavity Stoutt Community College will be a regional college of choice for higher education and lifelong learning. It will aid in the improvement of life, a vibrant economy, and nation building.</p> | <p>H. Lavity Stoutt Community College provides quality higher education and lifelong learning that is responsive to changing community needs, the global economy, and evolving technology. The offerings promote individual growth, economic, social, and cultural development.</p> |
| Core Values | |
| <p>Student Centeredness</p> <ul style="list-style-type: none"> • Educational, personal and social development • Honoring learning styles • Adapting teaching and learning behaviors | <p>Responsiveness</p> <ul style="list-style-type: none"> • Education and training opportunities • Community partnerships • Individual, industry and organizational participation |
| <p>Respect and Tolerance</p> <ul style="list-style-type: none"> • Cultural and national diversity • Inclusiveness • Mutual respect | <p>Accountability</p> <ul style="list-style-type: none"> • Integrated planning • Institutional assessment • Disclosure of College performance |
| <p>Integrity</p> <ul style="list-style-type: none"> • Free exchange of ideas • Honor commitments • Honesty, fairness, personal responsibility | <p>High Standards</p> <ul style="list-style-type: none"> • Innovative and flexible teaching and learning opportunities • High quality teaching and learning experiences • Life-long learners |
| <p>Decisions by data</p> <ul style="list-style-type: none"> • Objective decision making • Data and information on College performance | <p>Cooperation</p> <ul style="list-style-type: none"> • Teamwork • Resource sharing • Internal and external partnerships |

D. College Goals

In its quest to fulfill its mission, the College is committed to

1. **Provide high-quality academic programs, courses, and instruction** including:
 - Associate degree programs for students planning to transfer to four-year colleges and universities offering baccalaureate degrees
 - Associate degree and certificate programs that prepare students to enter the workforce and meet workforce needs
 - Developmental courses that prepare students for entry into transfer, career, and technical programs
 - General education courses that provide students with the skills, knowledge, habits of mind, and values that prepare them for success in their academic field and in their personal and professional lives
 - High-quality instruction and engaging learning experiences from dedicated faculty
2. **Offer high-quality continuing education programs and courses** including:
 - Professional opportunities for individuals to enhance existing skills, learn new skills, and obtain industry certifications
 - Training programs for businesses, government agencies, and not-for-profit organizations
 - Personal development and enrichment programs and courses that are responsive to the current and emerging needs of individuals throughout the community
3. **Provide services and activities that support individual student success** including:
 - Academic support through faculty, computer facilities, library resources, and student support services to assist students in attaining their individual education objectives and career goals
 - Co-curricular activities services that build leadership skills, foster social and emotional growth, promote health and wellness, and prepare students for global citizenship
4. **Cultivate community connections that not only support the college but also create opportunities for the college to serve the community** including:
 - Cooperative relationships with other educational institutions, government agencies, community organizations, professional associations, and business and industry
 - Activities and programs which contribute to the civic, cultural, aesthetic, and recreational life of the community
5. **Cultivate a college culture that uses assessment results to improve institutional effectiveness** by celebrating and valuing:
 - Innovation and technology in programs, services, and methods of instruction that respond to community needs and contribute to student achievement and success
 - The principles of shared governance
 - Innovation in the planning and management of financial and institutional resources for the long-term sustainability of the institution
 - A well-maintained campus that guarantees a safe learning/working environment for all students, staff, and faculty

E. Institutional Priorities 2018-2021

Institutional Priority 1: Student Learning and Success

Enable students to succeed in accomplishing their educational and career goals by (a) offering relevant programs, (b) providing them with high quality education and training, and (c) providing support services that meet their needs.

Strategic Objectives:

- 1.A Continue to develop and deliver programs and training that are responsive to shifting workforce demands and individual interests
- 1.B Collaborate with our educational, business, and community partners to ensure students are better prepared for transfer, job placement, or career advancement.
- 1.C Continue to improve the quality and effectiveness of programs through the assessment of student learning outcomes.
- 1.D Continue to improve the support services and systems that are designed to assist students in attaining their individual educational and career goals.
- 1.E Develop and implement co-curricular activities and services that are enriching and engaging so that students feel a sense of belonging and personal connection to the College.

Institutional Priority 2: Institutional Image and Community Relations

Strengthen the college community and its ties with the wider community by developing organizational capacity and new and improved channels of dialogue, participation, and collaboration.

Strategic Objectives:

- 2.A Develop and implement institution-wide strategies to strengthen the connections across the institution, communicate information, and improve workplace culture.
- 2.B Continue to evolve HLSCC's governance model to improve participation in decision making.
- 2.C Provide comprehensive training opportunities for academic and operational units while developing a recognition process that acknowledges strong performance from units and individuals.
- 2.D Develop and strengthen mutually beneficial partnerships with alumni, businesses, schools, professional organizations, as well as community and government agencies.
- 2.E Understand and improve the nature and quality of college documents as well as data and analyses that are needed to support institution branding and image building.
 - Strengthen marketing efforts and leverage a wide range of channels to share the story of the College and stories of student success.

Institutional Priority 3: Accountability, Sustainability, and Stewardship

Improve accountability and stewardship of financial and institutional resources for the long-term sustainability of the institution.

Strategic Objectives:

- 3.A Continue to improve the planning, budgeting, and resource allocation systems using data from the periodic assessment of these systems.

- 3.B Develop, implement, and continually review cost containment strategies to address the fiscal sustainability of the institution.
- 3.C Seek and cultivate alternate resources to supplement and/or increase existing revenue streams and funding sources.
- 3.D Establish and implement mechanisms and systems to guide, manage, and assess the adequacy and efficient use of the educational, human, technological, physical, and financial resources to enable the College to support its operations and achieve its mission and goals.

Institutional Priority 4: Enrollment and Retention

Enroll, retain, and graduate a larger and more diverse student body by improving access and opportunity for traditional and non-traditional students.

Strategic Objectives:

- 4.A Develop and implement outreach and recruitment strategies to expand student enrollment.
- 4.B Evaluate and redesign academic programs, support services, and college processes to reduce barriers to enrollment and completion.
- 4.C Improve program and course delivery systems to maximize access to college offerings.
- 4.D Increase campus-wide awareness of and involvement in enrollment management activities.

F. BOARD GOALS 2019 – 2020

POLICIES PERTAINING TO THE BOARD

A. Code of Conduct Policy

Standards for behavior as Board Members are outlined in an approved Code of Ethics and Standards of Reasonable Practice. This is listed immediately below.

| | |
|--|---|
| Title: Code of Ethics and Standards of Reasonable Practice for the Board of Governors | Number: 1.01.0707.2 |
| Approved by the Board of Governors Date: July 17, 2007 | Implementation Date: July 17, 2207 |
| History: Revised Approved by the Board of Governors May 26, 2015 Scheduled Review Date: 2018 | Origin |

The British Virgin Islands Government, the public at large and College staff rely on the Members of the Board of Governors to carry out, to the fullest extent possible, the intent of the College Act and the purpose defined in the Statement of Mission for the College. Each member of the Board shall therefore strive to improve the outcomes of education and training at the community college level within the territory, and, to that end, shall bear the following in mind:

1. In all cases, the first priority and concern of Board members must be in the interest of the education and training of the students attending the College, and of the impact of decisions on the community that the College was established to serve.
2. Attend and participate in all regularly scheduled Board meetings, and become informed concerning agenda items that are received within reasonable advance of meetings.
3. In keeping with their responsibilities as defined by the College Act, work with other Board members to establish effective policies, organizational structures and other systems, ensure the effective use of financial and other resources, and establish clear expectations concerning the day-to-day administration of the College.
4. Encourage the expression of opinion by all Board members and ensure that policy decisions are made only after full discussion based on all available facts, independent judgment and a favorable vote at meetings of the Board.
5. Encourage and invite to the Board, and during periods so designated, the presentation of points of view of students and employee groups by suitable representatives of such groups.
6. Communicate to other Board members and the President concerning expressions of public reaction to Board policies, College programs and services.
7. Strive to be adequately informed about current issues affecting community colleges by reading literature that may be provided, by soliciting information from, and/or participating in regional and international opportunities where such information is shared.

8. Support the employment of persons who are best qualified to serve as College leaders, faculty and staff, and require regular and impartial evaluation of all employees.

9. In keeping with the Board's policy concerning Conflict of Interest, refrain from using their positions as Board members for personal or partisan gain or engaging in decision-making that may result in personal advantage to members or to family members.

10. Take no private action that will compromise the Board or College administration and respect the confidentiality of information and discussions obtained through participation as members of the Governing Board.

B. Conflict of Interest Policy

The Board maintains high standards of ethical conduct for its members. The Board has a Conflict of Interest Policy to which all members are expected to adhere. The policy is listed below in its entirety.

| | |
|--|---|
| Title: Conflict of Interest for the Board of Governors | Number: 1.02.0707.1 |
| Approved by the Board of Governors Date: July 17, 2007 | Implementation Date: July 17, 2207 |
| History: Revised Approved by the Board of Governors May 26, 2015 Scheduled Review Date: 2018 | Origin: Administration |

A “conflict of interest” transaction is a transaction with the College in which a Member of the Board of Governors has a direct or indirect personal interest. It is recognized that actual or potential conflicts of interest may arise because of the multiple interests and activities of Board Members. Decisions are to be made solely to promote the best interests of the College and the public good rather than to serve a personal interest. For this reason, Board Members have a responsibility to discharge their duties in good faith, with a high degree of diligence, care, and skill for the sole benefit of the College.

BACKGROUND

All Members of the Board of Governors of the H. Lavity Stoutt Community College serve a public-interest role and must conduct all affairs of the College in a manner consistent with this concept. The College relies on the participation of the Members to carry out the purposes set forth in the College Act to fulfill its mission. In such capacity, Members serve in a fiduciary capacity and therefore have a responsibility to avoid conflicts of interest in the performance of their duties. From time to time, this may require that they do so through disclosure of a potential conflict, absenteeism from voting, or such other action concerning a given matter. Board Members should err on the side of caution in any situation that is, or that may become a conflict of interest.

PURPOSE

This policy is designed to foster high ethical standards of performance on the part of Board Members by insuring that actual or apparent conflict-of-interest situations are avoided. Nothing in this policy shall be considered to conflict with applicable policies of Government or laws of the Territory governing the conduct of public officers and public employees.

This policy is not intended to prevent Board Members from furnishing goods or services or otherwise entering into business relationships with the College. However, such an arrangement or contract must be pursuant to an arm’s length agreement for fair and reasonable consideration.

It is also not the intent of this policy to prevent the College from contracting with corporations or businesses because a Board Member is an employee of the firm. The policy is designed to prevent placing a Board Member in a position where his/her interest in the College and his/her interest in his/her place of employment might conflict and to avoid appearances of conflict of interest even though such conflict may not actually exist.

DEFINITIONS

A. *Financial Interest*: “Financial interest” means any interest, direct or indirect, in the financial success or failure of an organization or company with whom the College does business, regardless of how such interest was acquired. A “financial” interest includes being a part or whole owner or partner; owning stocks or bonds; or having any other arrangement that results in an interest in or claim upon the assets or income of the company, organization, or business. Excluded are immaterial interests, that is, interests of such a general or insignificant nature that College transactions with the organization will not result in direct benefit to the individual.

B. *Direct Interest*: A board Member has an interest if the Member or an immediate family will derive an economic benefit. A member has a *direct* interest if another entity in which the Member has a material interest or in which the Member is a general partner is a party to the transaction or (ii) another entity of which the Member is a director, officer or trustee is a party to the transaction.

C. *Indirect Interest*: A Board Member has an *indirect* interest in a transaction if any Member of his or her immediate family is a party to the transaction, or has a material interest in another entity that is party to the transaction.

D. *Family Members*: Family Members include the Board Member’s spouse; and any interest of those who are related to the Board Members as parents, children, siblings or any other relative living in the same household as the Board Member.

E. *Gift*: A “gift” means anything of value (except as excluded below). A “gift” may be in the form of money, goods, entertainment, services, price concessions not available to all Board Members or to the public, use of property or facilities or loans (except loans upon normal terms from a lending institution), or in any other form. Specifically excluded from the term “gift” are normal advertising items or promotional materials of token value, or food consumed at a business meeting.

CONSIDERATIONS

Members of the Board of Governors should not have a personal financial interest in transactions with the College. Recognizing that such interests will be on occasion unavoidable, there should be full disclosure of any such interest in advance of Board or College action.

1. No member of the Board of Governors shall recommend or determine to enter into a transaction on behalf of the College when such transaction involves an organization in which the Member has a financial interest.
2. The College shall not enter into any transaction for the purchase of any item or service with a Board member, his/her spouse, parent, child or sibling.
3. Acceptance by a Board Member of a gift, loan, gratuity, reward, promise of future employment, or any other thing of monetary value from an individual or organization that engages in commercial transactions with the College is prohibited.
4. A Board Member must inform the Board of any employment, direct or indirect financial interest, consulting, service, or other relationship that might interfere with her/his duties as Board Member or raise a question of conflict of interest. Such information must be provided by completing a *Board Member Conflict of Interest*

Disclosure Statement as soon as he/she becomes aware of (preferably before) discussions concerning the transaction under consideration.

5. A Board Member may be counted in determining the presence of a quorum: may briefly state a position on the matter and may answer any pertinent questions on the proposed transaction that may involve a conflict of interest.

6. A Board Member must abstain from voting on any matter when to do so would place or appear to place the Member in a conflict-of-interest situation. The minutes of Board meetings shall record such abstentions.

Exceptions to the Policy

6. In rare instances, a Board Member may obtain an exception to this policy. It is the responsibility of the Board Member to report reasons for the need for an exception. The board Member must make the request in writing to the Chairman of the Board using the *Board Member Request for Exception to the Conflict of Interest Policy*. The request shall be reviewed by, and the exception approved by the full Board.

7. Any approved exceptions to this policy must be made in writing and the reasons must be documented. Approval of an exception shall be based upon a finding that the transaction is fair, reasonable, and in the best interests of the College.

PROCEDURE

The Policy on Conflict of Interest is adopted for the guidance of Board Members and is to be enforced solely by the Board of Governors.

Board Members are expected to file a *Board Member Conflict of Interest Disclosure Statement* if:

- (a) They and/ or any family member(s) are in a position to, or receives income from a vendor that is doing (or considering doing) business with the College; and/or
- (b) They and/or any family member(s) have other affiliation or interest in a vendor that is doing (or considering doing) business with the College; and/or
- (c) They have received gifts (other than food, lodging, transportation or entertainment accepted as a guest) that have a total value of more than \$250.00 in the 12-month period before the officer becomes aware of the conflict.

Related Forms:

- (1) Board Member conflict of Interest Disclosure Statement
- (2) Board Member Request for Exception to Conflict of Interest Policy

Responsible Executive: Chairman, Board of Governors

**H. LAVITY STOUTT COMMUNITY COLLEGE
BOARD MEMBER CONFLICT OF INTEREST DISCLOSURE STATEMENT**

I, _____, have read and understand the H. Lavity Stoutt Community College Board of Governors Conflict of Interest policy. I understand that I must conduct myself so as to avoid any conflict or potential conflict of interest relating to my position as a Board Member of the H. Lavity Stoutt Community College.

As it pertains to the following transaction that will be considered by the College administration or by the Board of Governors:

Describe the Transaction:

I, and/or Members of my family (spouse, parents, children, and siblings) have the following affiliations or interests, that when considered in conjunction with my position as a board Member of the College, might constitute a conflict of interest:

Employment or Service Conflict: Identify any employment or provision of services by you or your family – current or planned- which might be in conflict with your position as a Member of the Board of Governors of the College as it pertains to the transaction described above.

Interest or Financial Conflict: Identify any interests or positions which you or your family hold, directly or indirectly in the above transaction from which the College will secure goods or services.

Gifts, Gratuities, Services and Entertainment Conflict: Identify any gifts, gratuities, services or entertainment that you or your family have accepted that might influence your judgment or actions concerning the above transaction with the College.

Other Conflict: Identify any other activities in which you or your family are engaged that might be regarded as constituting a conflict of interest with regard to the transaction above.

Signature of Board Member: _____ **Date:** _____

**H. LAVITY STOUT COMMUNITY COLLEGE
BOARD MEMBER REQUEST FOR EXCEPTION
TO THE CONFLICT OF INTEREST POLICY**

In *rare* instances, a Board Member may request an exception to the Conflict of Interest Policy. Such exception would allow the Member to participate in the discussion concerning the matter and to vote as a Member of the Board concerning the action to be taken.

The Board Member should read thoroughly the Conflict of policy approved by the Board before considering making such a request. A Request for Exemption is not encouraged.

REQUEST FOR EXCEPTION TO THE CONFLICT OF INTEREST POLICY

As it pertains to the following transaction that will be considered by the College administration or by the Board of Governors:

Describe the Transaction:

Describe, in detail, the reason and justification for making a Request for Exemption to the Policy:

Signature of Board Member: _____ **Date:** _____

Decision by the Board:

If approved, describe the reason for approval: ¹

¹ Additional explanation of the reason for the exception should be reflected in the Minutes of the Board Meeting.

Signature of the Board Chairperson: _____ Date: _____

IV. MIDDLE STATES COMMISSION ON HIGHER EDUCATION (MSCHE) REQUIREMENTS OF AFFILIATION AND STANDARDS FOR ACCREDITATION AND SAMPLE POLICIES

Requirements of Affiliation

To be eligible for, to achieve, and to maintain Middle States Commission on Higher Education accreditation, an institution must demonstrate that it fully meets the following Requirements of Affiliation. Compliance is expected to be continuous and will be validated periodically, typically at the time of institutional self-study and during any other evaluation of the institution's compliance. Once eligibility is established, an institution must then demonstrate on an ongoing basis that it meets the Standards for Accreditation.

| Requirements of Affiliation |
|--|
| 1. The institution is authorized or licensed to operate as a postsecondary educational institution and to award postsecondary degrees; it provides written documentation demonstrating both. |
| 2. The institution is operational, with students actively enrolled in its degree programs. |
| 3. For institutions pursuing Candidacy or Initial Accreditation, the institution will graduate at least one class before the evaluation team visit for initial accreditation takes place, unless the institution can demonstrate that the lack of graduates does not compromise its ability to demonstrate that students have achieved appropriate learning outcomes. |
| 4. The institution's representatives communicate with the Commission in English, both orally and in writing. |
| 5. The institution complies with applicable government (usually Federal and state) laws and regulations. |
| 6. The institution complies with applicable Commission, interregional, and inter-institutional policies. These policies can be viewed on the Commission website, www.msche.org . |
| 7. The institution has a mission statement and related goals, approved by its governing board, that defines its purposes within the context of higher education. |
| 8. The institution systematically evaluates its educational and other programs and makes public how well and in what ways it is accomplishing its purposes. |
| 9. The institution's student learning programs and opportunities are characterized by rigor, coherence, and appropriate assessment of student achievement throughout the educational offerings, regardless of certificate or degree level or delivery and instructional modality. |
| 10. Institutional planning integrates goals for academic and institutional effectiveness and improvement, student achievement of educational goals, student learning, and the results of academic and institutional assessments. |
| 11. The institution has documented financial resources, funding base, and plans for financial development, including those from any related entities (including without limitation systems, religious sponsorship, and corporate ownership) adequate to support its educational purposes and programs and to ensure financial stability. The institution demonstrates a record of responsible fiscal management, has a prepared budget for the current year, and undergoes an external financial audit on an annual basis. |
| 12. The institution fully disclose its legally constituted governance structure(s) including any related entities (including without limitation systems, religious sponsorship, and corporate ownership). The institution's |

Requirements of Affiliation

governing body is responsible for the quality and integrity of the institution and for ensuring that the institution's mission is being accomplished.

13. A majority of the institution's governing body's members have no employment, family, ownership, or other personal financial interest in the institution. The governing body adheres to a conflict of interest policy that assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. The institution's district/system or other chief executive officer shall not serve as the chair of the governing body.

14. The institution and its governing body/bodies make freely available to the Commission accurate, fair and complete information on all aspects of the institution and its operations. The governing body/bodies ensure that the institution describes itself in comparable and consistent terms to all of its accrediting and regulatory agencies, communicates any changes in accredited status, and agrees to disclose information (including levels of governing body compensation, if any) required by the Commission to carry out its accrediting responsibilities.

15. The institution has a core of faculty (full-time or part-time) and/or other appropriate professionals with sufficient responsibility to the institution to assure the continuity and coherence of the institution's educational programs.

Standards for Accreditation

Standard I - Mission and Goals

The institution's mission defines its purpose within the context of higher education, the students it serves, and what it intends to accomplish. The institution's stated goals are clearly linked to its mission and specify how the institution fulfills its mission.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. clearly defined mission and goals that:
 - a. are developed through appropriate collaborative participation by all who facilitate or are otherwise responsible for institutional development and improvement;
 - b. address external as well as internal contexts and constituencies;
 - c. are approved and supported by the governing body;
 - d. guide faculty, administration, staff, and governing structures in making decisions related to planning, resource allocation, program and curricular development, and the definition of institutional and educational outcomes;

- e. include support of scholarly inquiry and creative activity, at levels and of the type appropriate to the institution;
 - f. are publicized and widely known by the institution's internal stakeholders;
 - g. are periodically evaluated;
2. institutional goals that are realistic, appropriate to higher education, and consistent with mission;
 3. goals that focus on student learning and related outcomes and on institutional improvement; are supported by administrative, educational, and student support programs and services; and are consistent with institutional mission; and
 4. periodic assessment of mission and goals to ensure they are relevant and achievable.

Standard II - Ethics and Integrity

Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. a commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights;
2. a climate that fosters respect among students, faculty, staff, and administration from a range of diverse backgrounds, ideas, and perspectives;
3. a grievance policy that is documented and disseminated to address complaints or grievances raised by students, faculty, or staff. The institution's policies and procedures are fair and impartial, and assure that grievances are addressed promptly, appropriately, and equitably;
4. the avoidance of conflict of interest or the appearance of such conflict in all activities and among all constituents;
5. fair and impartial practices in the hiring, evaluation, promotion, discipline, and separation of employees;
6. honesty and truthfulness in public relations announcements, advertisements, recruiting and admissions materials and practices, as well as in internal communications;
7. as appropriate to its mission, services or programs in place:
 - a. to promote affordability and accessibility;

- b. to enable students to understand funding sources and options, value received for cost, and methods to make informed decisions about incurring debt;
8. compliance with all applicable federal, state, and Commission reporting policies, regulations, and requirements to include reporting regarding:
 - a. the full disclosure of information on institution-wide assessments, graduation, retention, certification and licensure or licensing board pass rates;
 - b. the institution's compliance with the Commission's Requirements of Affiliation;
 - c. substantive changes affecting institutional mission, goals, programs, operations, sites, and other material issues which must be disclosed in a timely and accurate fashion;
 - d. the institution's compliance with the Commission's policies; and
9. periodic assessment of ethics and integrity as evidenced in institutional policies, processes, practices, and the manner in which these are implemented.

Standard III - Design and Delivery of the Student Experience

An institution provides students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. certificate, undergraduate, graduate, and/or professional programs leading to a degree or other recognized higher education credential, of a length appropriate to the objectives of the degree or other credential, designed to foster a coherent student learning experience and to promote synthesis of learning;
2. student learning experiences that are designed, delivered, and assessed by faculty (full-time or part-time) and/or other appropriate professionals who are:
 - a. rigorous and effective in teaching, assessment of student learning, scholarly inquiry, and service, as appropriate to the institution's mission, goals, and policies;
 - b. qualified for the positions they hold and the work they do;
 - c. sufficient in number;
 - d. provided with and utilize sufficient opportunities, resources, and support for professional growth and innovation;

- e. reviewed regularly and equitably based on written, disseminated, clear, and fair criteria, expectations, policies, and procedures;
- 3. academic programs of study that are clearly and accurately described in official publications of the institution in a way that students are able to understand and follow degree and program requirements and expected time to completion;
- 4. sufficient learning opportunities and resources to support both the institution's programs of study and students' academic progress;
- 5. at institutions that offer undergraduate education, a general education program, free standing or integrated into academic disciplines, that:
 - a. offers a sufficient scope to draw students into new areas of intellectual experience, expanding their cultural and global awareness and cultural sensitivity, and preparing them to make well-reasoned judgments outside as well as within their academic field;
 - b. offers a curriculum designed so that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy. Consistent with mission, the general education program also includes the study of values, ethics, and diverse perspectives; and
 - c. in non-US institutions that do not include general education, provides evidence that students can demonstrate general education skills;
- 6. in institutions that offer graduate and professional education, opportunities for the development of research, scholarship, and independent thinking, provided by faculty and/or other professionals with credentials appropriate to graduate-level curricula;
- 7. adequate and appropriate institutional review and approval on any student learning opportunities designed, delivered, or assessed by third-party providers; and
- 8. periodic assessment of the effectiveness of programs providing student learning opportunities.

Standard IV - Support of the Student Experience

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. clearly stated, ethical policies and processes to admit, retain, and facilitate the success of students whose interests, abilities, experiences, and goals provide a reasonable expectation for success and are compatible with institutional mission, including:
 - a. accurate and comprehensive information regarding expenses, financial aid, scholarships, grants, loans, repayment, and refunds;
 - b. a process by which students who are not adequately prepared for study at the level for which they have been admitted are identified, placed, and supported in attaining appropriate educational goals;
 - c. orientation, advisement, and counseling programs to enhance retention and guide students throughout their educational experience;
 - d. processes designed to enhance the successful achievement of students' educational goals including certificate and degree completion, transfer to other institutions, and post-completion placement;
2. policies and procedures regarding evaluation and acceptance of transfer credits, and credits awarded through experiential learning, prior non-academic learning, competency-based assessment, and other alternative learning approaches;
3. policies and procedures for the safe and secure maintenance and appropriate release of student information and records;
4. if offered, athletic, student life, and other extracurricular activities that are regulated by the same academic, fiscal, and administrative principles and procedures that govern all other programs;
5. if applicable, adequate and appropriate institutional review and approval of student support services designed, delivered, or assessed by third-party providers; and
6. periodic assessment of the effectiveness of programs supporting the student experience.

Standard V - Educational Effectiveness Assessment

Assessment of student learning and achievement demonstrates that the institution's students have accomplished educational goals consistent with their program of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. clearly stated educational goals at the institution and degree/program levels, which are interrelated with one another, with relevant educational experiences, and with the institution's mission;
2. organized and systematic assessments, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of institutional and degree/program goals. Institutions should:
 - a. define meaningful curricular goals with defensible standards for evaluating whether students are achieving those goals;
 - b. articulate how they prepare students in a manner consistent with their mission for successful careers, meaningful lives, and, where appropriate, further education. They should collect and provide data on the extent to which they are meeting these goals;
 - c. support and sustain assessment of student achievement and communicate the results of this assessment to stakeholders;
3. consideration and use of assessment results for the improvement of educational effectiveness. Consistent with the institution's mission, such uses include some combination of the following:
 - a. assisting students in improving their learning;
 - b. improving pedagogy and curriculum;
 - c. reviewing and revising academic programs and support services;
 - d. planning, conducting, and supporting a range of professional development activities;
 - e. planning and budgeting for the provision of academic programs and services;
 - f. informing appropriate constituents about the institution and its programs;
 - g. improving key indicators of student success, such as retention, graduation, transfer, and placement rates;
 - h. implementing other processes and procedures designed to improve educational programs and services;
4. if applicable, adequate and appropriate institutional review and approval of assessment services designed, delivered, or assessed by third-party providers; and
5. periodic assessment of the effectiveness of assessment processes utilized by the institution for the improvement of educational effectiveness.

Standard VI - Planning, Resources, and Institutional Improvement

The institution's planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. institutional objectives, both institution wide and for individual units, that are clearly stated, assessed appropriately, linked to mission and goal achievement, reflect conclusions drawn from assessment results, and are used for planning and resource allocation;
2. clearly documented and communicated planning and improvement processes that provide for constituent participation, and incorporate the use of assessment results;
3. a financial planning and budgeting process that is aligned with the institution's mission and goals, evidence-based, and clearly linked to the institution's and units' strategic plans/objectives;
4. fiscal and human resources as well as the physical and technical infrastructure adequate to support its operations wherever and however programs are delivered;
5. well-defined decision-making processes and clear assignment of responsibility and accountability;
6. comprehensive planning for facilities, infrastructure, and technology that includes consideration of sustainability and deferred maintenance and is linked to the institution's strategic and financial planning processes;
7. an annual independent audit confirming financial viability with evidence of follow-up on any concerns cited in the audit's accompanying management letter;
8. strategies to measure and assess the adequacy and efficient utilization of institutional resources required to support the institution's mission and goals; and
9. periodic assessment of the effectiveness of planning, resource allocation, institutional renewal processes, and availability of resources.

Standard VII - Governance, Leadership, and Administration

The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituencies it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purpose, and it operates as an academic institution with appropriate autonomy.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. a clearly articulated and transparent governance structure that outlines roles, responsibilities, and accountability for decision making by each constituency, including governing body, administration, faculty, staff and students;
2. a legally constituted governing body that:
 - a. serves the public interest, ensures that the institution clearly states and fulfills its mission and goals, has fiduciary responsibility for the institution, and is ultimately accountable for the academic quality, planning, and fiscal well-being of the institution;
 - b. has sufficient independence and expertise to ensure the integrity of the institution. Members must have primary responsibility to the accredited institution and not allow political, financial, or other influences to interfere with their governing responsibilities;
 - c. ensures that neither the governing body nor its individual members interferes in the day-to-day operations of the institution;
 - d. oversees at the policy level the quality of teaching and learning, the approval of degree programs and the awarding of degrees, the establishment of personnel policies and procedures, the approval of policies and by-laws, and the assurance of strong fiscal management;
 - e. plays a basic policy-making role in financial affairs to ensure integrity and strong financial management. This may include a timely review of audited financial statements and/or other documents related to the fiscal viability of the institution;
 - f. appoints and regularly evaluates the performance of the Chief Executive Officer;
 - g. is informed in all its operations by principles of good practice in board governance;
 - h. establishes and complies with a written conflict of interest policy designed to ensure the impartiality of the governing body by addressing matters such as payment for services, contractual relationships, employment, and family, financial or other interests that could pose or be perceived as conflicts of interest;
 - i. supports the Chief Executive Officer in maintaining the autonomy of the institution;
3. a Chief Executive Officer who:
 - a. is appointed by, evaluated by, and reports to the governing body and shall not chair the governing body;
 - b. has appropriate credentials and professional experience consistent with the mission of the organization;
 - c. has the authority and autonomy required to fulfill the responsibilities of the position, including developing and implementing institutional plans, staffing the organization, identifying and allocating resources, and directing the institution toward attaining the goals and objectives set forth in its mission;

- d. has the assistance of qualified administrators, sufficient in number, to enable the Chief Executive Officer to discharge his/her duties effectively; and is responsible for establishing procedures for assessing the organization's efficiency and effectiveness;
4. an administration possessing or demonstrating:
 - a. an organizational structure that is clearly documented and that clearly defines reporting relationships;
 - b. an appropriate size and with relevant experience to assist the Chief Executive Officer in fulfilling his/her roles and responsibilities;
 - c. members with credentials and professional experience consistent with the mission of the organization and their functional roles;
 - d. skills, time, assistance, technology, and information systems expertise required to perform their duties;
 - e. regular engagement with faculty and students in advancing the institution's goals and objectives;
 - f. systematic procedures for evaluating administrative units and for using assessment data to enhance operations; and
 5. periodic assessment of the effectiveness of governance, leadership, and administration.



Policies and Procedures can be accessed at <https://www.msche.org/policies-guidelines/>

- Accreditation Actions Policy
- Accreditation Activities Guidelines Policy
- Accreditation Review Cycle and Monitoring Policy
- Communication in the Accreditation Process Policy
- Complaints Against the Commission Policy
- Complaints Involving Member and Candidate Institutions
- Dues and Fees Policy
- Public Disclosures Policy
- Substantive Change Policy
- Transfer Credit, Prior Learning and Articulation Policy

V. APPENDICES

Appendix A

A. Board Member Affiliations and Occupations 2019 – 2022

The current members of the Board were appointed in ____ 2019, and consists of 18 persons. Board members, their affiliations and occupations are listed in the table below.

| | |
|--|--|
| <p style="text-align: center;">Mr. John Samuel Chairman, HLSCC Board of Governors AutoSpot (J.S. Automotive) Port Purcell, Tortola VG 1110 British Virgin Islands Phone: (284) 346 3673 Mobile Email: John@autospotvi.com</p> | <p style="text-align: center;">Mrs. Fiona Forbes-Vanterpool Deputy Chair C/o Mr. Jeremy Vanterpool Financial Investigations Agency (FIA) 2nd Floor Ritter House, Tortola VG1110 British Virgin Islands Phone: (284) 441 8299 Mobile Email: fifi_dlt@hotmail.com</p> |
| <p style="text-align: center;">Dr. Richard Georges President (Ag.), HLSCC H. Lavity Stoutt Community College Paraquita Bay Campus, P.O. Box 3097 Road Town, Tortola VG 1110 British Virgin Islands Phone: (284) 541-2158 Mobile Phone: (284) 496-6809 Mobile Email: jvanterpool@hlscc.edu.vg</p> | <p style="text-align: center;">Mrs. Carolyn Stoutt-Igwe Permanent Secretary Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture Government of the Virgin Islands (UK) 2nd Floor Wards Building Road Town, Tortola VG1110 British Virgin Islands Phone: (284) 468-3701 Ext. 2151 (284) 468-9792 Fax: (284) 468-0021 Email: mapotter@gov.vg</p> |
| <p style="text-align: center;">Mr. Kenneth Baker Dep. MNG Director, Regulation, FSC Financial Services Commission Haycraft Building Pasea Estate, Tortola VG1110 British Virgin Islands Phone: (284) 494-5355 Mobile: (284) 541-4012 Email: bakerk@bvifsc.vg</p> | <p style="text-align: center;">Mrs. Josephine Callwood C/o Collette Callwood Ritter Building (Labour Department) British Virgin Islands Phone: (284) 499-0282 Email: jecallwood@hotmail.com</p> |

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|---|--|
| <p>Mrs. Shanica Maduro Christopher Vice President Intertrust Corporate Services (BVI) Limited 6th Floor Ritter House Road Town, Tortola Vg 1110 British Virgin Islands Phone: (284) 442-4330 Mobile Email: Shanicamaduro@gmail.com</p> | <p>Mr. Derek Dunlop Managing Director Smith's Gore Overseas Ltd P.O. Box 135 Road Town, Tortola VG 1110 British Virgin Islands Phone: (284) 494-2446 (284) 547-5201 Fax: (284) 494-2141 Email: djd@smithsgore.com</p> |
| <p>Ms. Lotoya Freeman C/o Freeman's Laundromat Purcell Estate, Road Town, Tortola VG1110 British Virgin Islands Phone: (284) 542-1393 Email: lotoya.freeman@gmail.com</p> | <p>Mr. Chad George Compliance Officer Rawlinson & Hunter P. O. Box 3162, Road Town Tortola VG 1110 (Above B&F Medical) British Virgin Islands Phone: (284) 499-8619 Email: cb4life13@hotmail.com</p> |
| <p>Mr. Cecil Hodge Assistant Principal Elmore Stoutt High School Clarence Thomas Building Road Town, Tortola VG1110 British Virgin Islands Phone: (284) 443-5807 Email: stockwood12@hotmail.com</p> | <p>Dr. Henry Jarecki Businessman The Falconwood Corporation 20 Gramercy Park South New York, NY 10003 Phone: (212) 984-1440 Fax: (212) 984-1442 Email: ca@falconfone.com Alternate E:mail: hj@falconfone.com</p> |
| <p>Dr. Anthony Layne Cooten Bay, Bell Vue Tortola VG 1110 British Virgin Islands Phone: (284) 346-7592 Mobile Email: abclayne@yahoo.com</p> | <p>Prof. Emeritus Arthur Richardson C/o Samuel Richardson & Co Main Street Road Town, Tortola VG 1110 British Virgin Islands Phone (284) 541-8576 Mobile Email: agr@caribsurf.com</p> |
| <p>Edju En Ka (Mr. Cromwell Smith) Businessman P.O. Box 2900 East End, Tortola VG 1120 British Virgin Islands Phone: (284) 499-1328 Mobile Email: crom53@hotmail.com</p> | <p>Dr. L. Sauda Smith Executive Director C/o Caribbean Realty Main Street Road Town, Tortola VG1110 Phone: (284) 344-1201 Email: sauda.smith@gmail.com</p> |

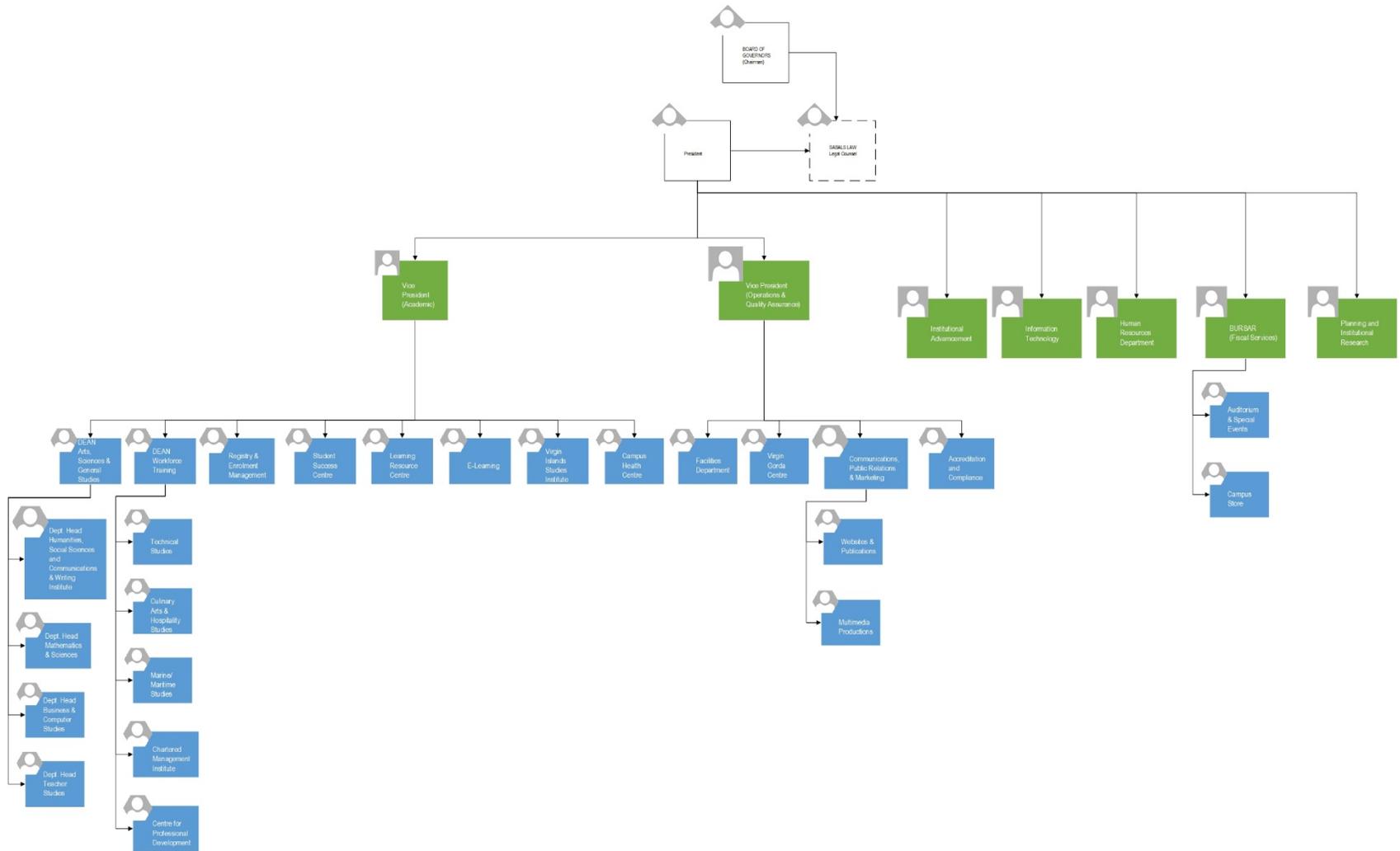
| | |
|--|---|
| <p>Mr. John Williams <i>Businessman</i> C/o Caribbean Insurers Mirage Building P.O. Box 129 Road Town, Tortola VG1110 British Virgin Islands Phone: (284) 541-3169 Email: johnsoniawilliams@surfbvi.com</p> | <p>Mrs. Denise Sargeant-James <i>Recording Secretary</i> H. Lavity Stoutt Community College Paraquita Bay Campus, P.O. Box 3097 Road Town, Tortola VG 1110 Phone: (284) 852-7034 Office (284) 540-0622 Mobile Email: dsjames@hlscce.edu.vg</p> |
|--|---|

B. List of Degrees and Certificate Offerings 2019 -2020

| PROGRAMME / CONCENTRATION | DEGREE/CERTIFICATION |
|--------------------------------------|------------------------------|
| Accounting | Associate of Arts |
| Automotive Engineering Technology | Associate of Applied Science |
| Automotive Engineering Technology | Certificate of Achievement |
| Business Administration | Associate of Arts |
| Business Administration | Certificate of Achievement |
| Computer Studies | Associate of Applied Science |
| Computer Studies | Certificate of Achievement |
| Construction Technology | Associate of Applied Science |
| Construction Technology | Certificate of Achievement |
| Culinary Arts | Associate of Applied Science |
| Culinary - Baking and Pastry | Certificate of Achievement |
| Culinary – Professional Cooking | Certificate of Achievement |
| Disaster Management | Associate of Applied Science |
| Disaster Management | Certificate of Achievement |
| Electronic Engineering Technology | Associate of Science |
| Electronic Engineering Technology | Certificate of Achievement |
| Engineering/Architectural Technology | Associate of Applied Science |
| Engineering/Architectural Technology | Certificate of Achievement |
| English | Associate of Arts |
| Finance | Associate of Applied Science |
| Food and Beverage Management | Associate of Applied Science |
| Foreign Language | Certificate of Achievement |
| General Science | Associate in Science |

| PROGRAMME / CONCENTRATION | DEGREE/CERTIFICATION |
|---|------------------------------|
| History | Associate of Arts |
| Hotel Management | Associate of Applied Science |
| Human Services | Associate of Arts |
| Human Services | Certificate of Achievement |
| Humanities | Associate of Arts |
| Land Surveying | Associate of Applied Science |
| Land Surveying | Certificate of Achievement |
| Marine Management and Safety | Certificate of Achievement |
| Marine Management and Safety – Licensing | Certificate of Achievement |
| Marine Studies | Certificate of Achievement |
| Marine Technology | Associate in Science |
| Marine Technology -Boat Building, Repairs and Maintenance | Certificate of Achievement |
| Mathematics | Associate of Science |
| Mechanical Engineering Technology | Associate of Science |
| Mechanical Engineering Technology | Certificate of Achievement |
| Office Assistance | Certificate of Achievement |
| Performing Arts (Music, Drama, Dance) | Associate of Arts |
| Pre-Health Science | Certificate of Achievement |
| Small Business and Entrepreneurship | Associate of Applied Science |
| Supervisory Management | Certificate of Achievement |
| Virgin Islands Studies | Certificate of Achievement |

C. . Organizational Chart (HR)



D. Snapshot of Developments and Achievements

Degrees/Certificates Awarded

| | |
|-----------------------|----------------------|
| 1st Graduation - 1994 | 31 |
| Graduation - 2000 | 72 |
| Graduation 2010 | Data from Dr Johnson |
| Graduation 2015 | |
| Cumulative Total | |

Milestones

- January 1989 – College Project Office opened staffed by Mrs. Eileene L. Parsons
- March 10, 1989 – Inaugural meeting of first Board of Governors
- 1989 – Dr. Theodore Provo appointed 1st president
- November 11, 1989 – Ground broken at Paraquita Bay for future campus
- January 14, 1990 – Founding Day
- February 1, 1991 – Mr. Charles Wheatley appointed 2nd president
- August 15, 1993 – Administration Building dedicated at Paraquita Bay Campus
- September 27, 1993 – Name changed to H. Lavity Stoutt Community College
- June 19, 1994 – First graduation exercises with 30 degrees and certificates conferred
- January 18, 1996 – Inaugural “Classics in the Atrium” concert
- Spring 1996 – Semester enrollment exceeds 500 for the first time (562)
- September 22, 1996 – Official opening of the Virgin Gorda Centre
- October 26, 1996 – First HLSCC Two-Mile Road Race
- 1997 – Policy adopted requiring scholarship recipients to complete two years of study at HLSCC prior to transferring
- February 1997 – Implemented the integrated student information system (SONIS)
- Winter 2002 – Inaugural issue of Heritage Alive: The Journal of Virgin Islands Studies is published
- November 10 -14, 2003 – 56th Gulf and Caribbean Fisheries Institute Conference is held at HLSCC
- August 1, 2005 – Dr. Michael O’Neal is appointed 3rd president
- June 9, 2006 – Learning Resource Centre is opened
- May 28, 2006 – Beta Omicron Chapter of Phi Theta Kappa is chartered at HLSCC
- August, 2006 – HLSCC Tuition Assistance Programme (TAP) initiated
- November 29, 2006 – HLSCC submits Application for Accreditation Candidacy to the Middle States Commission on Higher Education
- Fall 2007 – Semester enrollment exceeds 1,000 students for the first time (1,007)
- May 21 - 23, 2008 – HLSCC hosts the Caribbean Tourism Organisation’s 4th Human Resources Conference

- August 1, 2009 – Dr. Karl Dawson appointed 4th president
- January 14, 2010 – Time capsule buried in front of HLSCC Administration Building
- May 2012 – Hosting of the Islands of the World XII Conference 2012
- June 2012 – Launch of Pilot Solar Project at Center for Applied Marine Studies
- June 2015 – HLSCC accredited by the Middle States Commission on Higher Education
- August 2016 – Dr. Janet Smith appointed as Interim President
- August 2018 – Mrs. Judith Vanterpool appointed as Acting President
- September 2019 – Launch of Hospitality and Culinary Arts Department
- October 2019 – Dr. Richard Georges appointed as Interim President

Technological Achievements (Billy will come)

- Multimedia Classrooms SMARTboard Multimedia Projector Computers DVD/VHS player Internet Connection Instructional Software
- Videoconferencing Classrooms
- Videoconferencing Meeting Room
- HLSCC Website
- SharePoint Sites
- Pilot project using Blackboard to deliver Disaster Management programme throughout the region

Student Organisations and Activities since inception (Debbie sent this)

- Student Government Association
- Phi Theta Kappa
- Nature Club
- Spanish Club
- Hospitality Club
- History and Environment Club
- SLAM (Stretching our Lives And Minds)
- Social Club
- Drama Club
- Dance Club
- HLSCC Cheerleaders
- Sailing Club
- Cycling Club
- Renewable Energy Club

Alumni Completed Further Studies At

- University of the Virgin Islands
- University of the West Indies
- University of Miami
- University of Florida
- Texas Christian University

- Missouri Southern State University
- Baylor University
- Duke University
- Acadia University
- Georgia Institute of Technology
- McGill University
- Wright State University
- Florida International University
- DeVry University
- University of Central Florida
- Florida State University
- Barry University
- Howard University
- Morehouse College
- American University

Music, Music, Music

- ▣ College Chorale
- ▣ Jazz Ensemble
- ▣ Chamber Players
- ▣ Brass Ensemble
- ▣ Woodwind Ensemble
- ▣ Music on the Lawn

Where Our Students Hail From

- ▣ Virgin Islands (UK)
- ▣ Antigua & Barbuda
- ▣ Canada
- ▣ Dominican Republic
- ▣ England
- ▣ Grenada
- ▣ Guyana
- ▣ India
- ▣ Lebanon
- ▣ Nigeria
- ▣ Sri Lanka
- ▣ Anguilla
- ▣ Barbados
- ▣ Dominica
- ▣ Ecuador
- ▣ Ghana
- ▣ Guadeloupe
- ▣ Haiti
- ▣ Jamaica
- ▣ Montserrat
- ▣ Puerto Rico
- ▣ St. Kitts & Nevis

- St. Lucia
- Trinidad & Tobago
- United States

- St. Vincent & The Grenadines
- Virgin Islands (US)

Articulation Agreements

- Acadia University
- St. Georges University

- Johnson & Wales
- University of the Virgin Islands

Collaborative Relationships

- Financial Services Institute
- City and Guilds
- ** Hotel and Lodging...

- Chartered Management Institute
- Power 52

Centres and Institutes / CPCDE

- Audio Technician Training
- Traditional Culinary Arts
- Training for National Electrician Certification

- QuickBooks Training
- Leadership Training
- Customer Service Training

Niche Programmes

- Disaster Management – Safer Building
- Financial Services Institute Offerings
- Maritime Training
- Renewable Energy

-

E. Committees of the Board of Governors (2019 – 2022)

HUMAN RESOURCES COMMITTEE

Mrs. Fiona Forbes-Vanterpool, Chairman

Ms. Lotoya Freeman

Mr. Chad George

Mrs. Shanica Maduro Christopher

Mr. Cromwell Smith

College Liaison – Mrs. Monique John Latchman, Actg. Human Resources Manager

BUSINESS DEVELOPMENT COMMITTEE

Mr. John Williams, Chairman

Mr. Cecil Hodge

Dr. Henry Jarecki

Mr. Chad George

Mr. Derek Dunlop

College Liaison – Dr. Richard Georges, President

ACADEMIC COMMITTEE

Prof. Richardson, Chairman

Dr. Anthony Layne

Mrs. Josephine Callwood

Mr. Cromwell Smith

Dr. L. Sauda Smith

College Liaison – Dr. Richard Georges, Vice President

FINANCE COMMITTEE

Mr. John Samuel, Chairman

Mr. Kenneth Baker

Mr. John Williams

College Liaison – Dr. Richard Georges, President (Actg.)

SPECIAL REAFFIRMATION COMMITTEE

Dr. L. Souda Smith, Chairman

Prof. Arthur Richardson

Dr. Anthony Layne

College Liaison, Dr. Luverne Baptist, Associate Vice President