

CHAPTER THREE

ORGANIZATION
AND
ADMINISTRATION

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3.00.00 ADMINISTRATIVE ORGANIZATION

A. The President

The President of the College is appointed by the Board of Trustees and is approved by the State Board of Community Colleges. The President reports to the Board of Trustees and is responsible to the Board of Trustees for all administrative and managerial aspects of the development and operation of the College.

All communication with the Board of Trustees and its committees and with the State Board of Community Colleges is made by the President or his designee. The President submits recommended policies and public policy decisions to the Board when requested to do so by the Board or when he deems it to be in the best interests of the College to do so. The President is also responsible for advising the Board on the financial and budgetary needs of the College.

Job Description

Position Title: **President**

General Description: Within the policies, procedures and direction of the Board of Trustees, the State Board of Community Colleges, and the North Carolina Community College System, the President is responsible for the operation of the entire College.

Duties and Responsibilities of the Position:

1. Planning and projecting to meet the educational needs of the area served by the College not met by other agencies.
2. Developing and recommending policies, procedures, rules, and regulations to the Board of Trustees within limits established by the State Board of Community Colleges and the North Carolina Community College System for the effective operation of the College.
3. Recommending prospective professional employees to the Board of Trustees for employment.
4. Exerting disciplinary action when deemed appropriate.
5. Providing the creative educational leadership for a high quality educational program.
6. Providing an atmosphere where effective teaching and learning can occur.

Knowledge, Skills and Abilities:

1. Understanding of and commitment to the unique nature and role of the College and the Community College System.

2. Demonstrated administrative ability.
3. Demonstrated an understanding of and commitment to the open door philosophy and the mission and goals of the Community College System.

Minimum Education and Experience:

1. Master's degree is required, Doctorate preferred. Degree in higher education, academic subject, or community college education is required.
2. Ten years experience in higher education administration required.

B. Administrative Staff

The President administers the College through four (4) Vice Presidential positions. The positions are:

1. Vice President for Administrative Services and CFO
2. Vice President for Continuing Education
3. Vice President for Instruction
4. Vice President for Student Development

Administration is further subdivided into three (3) Dean positions which are supervised by the Vice Presidents and the President.

1. Dean of Learning Resources (VP – Instruction)
2. Dean of Instructional Services (VP – Instruction)
3. Dean of Development (President)

C. Duties and Responsibilities of the Administrative Staff

The Vice Presidents and Deans are responsible for administering and implementing institutional policy and procedures, and for recommending to the President any policy changes needed to enable their department to meet institutional goals and objectives. The Vice Presidents and Deans are also responsible for overseeing preparation and expenditure of departmental budgets, for evaluating and supervising employees, and for annual planning.

Job Description

Position Title: **Vice President for Administrative Services and CFO**

General Description: The Vice President for Administrative Services and CFO, under the supervision of the President, is responsible for the administrative operations of the College. These duties include, but are not limited to, responsibility for the financial operation of the College, care and maintenance of buildings and grounds,

recommending budget matters to the President, oversight of internal controls and compliance, and for development and administration of policy.

Duties and Responsibilities of the Position:

1. Provide leadership within the area, maintaining consistency and standards when handling situations that may arise.
2. Provide leadership within the College by effectively communicating with the other VPs, providing area services when needed, and setting area initiatives in concordance with the College's vision/mission statement.
3. Provide overall supervision, management, and evaluation of the area, staying abreast of what is happening in the department and ensuring that the area structure is adequate to meet the needs of the College.
4. Responsible for developing and coordinating the administration of policies related to the area and ensuring compliance with accrediting and regulating agencies and authorities.
5. Responsible for planning, developing, and monitoring the budget for the area.
6. Informing the President of departmental needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process. Providing new employees with appropriate orientation to the area and College.
7. Providing opportunities for area staff to participate in professional development activities that allow them to carry out their duties.
8. Responsible for ensuring that all deadlines are met within the area.
9. Direct all business and fiscal affairs, grounds and maintenance, printing, safety, risk management, planning, , auxiliary services, information technology, and the Cole Auditorium.
10. Oversee budget preparation and related accounting records; coordinate budget matters concerning all budget funds.
11. Oversee preparation and maintenance of required periodic state, federal, and institutional financial reports.
12. Negotiate and maintain food vending services, bookstore services, and insurance coverage for the College.
13. Work with the President to develop the final budget, recommend budget matters to the President, and review budgets with staff as needed.
14. Serve as project administrator for all construction projects of the College. This includes renovations and new structures.
15. Coordinate activities and projects as requested by the President.
16. Responsible for management of the College in the absence of the President.
17. Other duties as assigned by the President.

Knowledge, Skills and Abilities:

1. Must have demonstrated an understanding of and commitment to the open door philosophy and the mission and goals of community colleges.
2. Experience with preparation and administration of budgets.

Minimum Education and Experience:

1. Masters degree required, doctorate preferred, with a base of study in broad areas of educational administration.
2. Ten years of administrative experience reporting directly to the CEO.

Job Description

Position Title: **Vice President for Instruction**

General Description: The Vice President for Instruction, under the authority and supervision of the President, is responsible for developing, implementing, and evaluating all curriculum programs and the Learning Resources Center. Is responsible for recruiting and recommending instructional candidates for employment to the President and for supervising and evaluating the curriculum faculty and monitoring their professional performance and development. Also responsible for supervising other staff assigned to the department.

Duties and Responsibilities of the Position:

1. Provide leadership within the curriculum area, applying the policies and standards of the College fairly and consistently when handling student and faculty matters.
2. Provide leadership within the College by effectively communicating with the other VPs, providing area services when needed, and setting area initiatives in accordance with the College's vision/mission statement.
3. Provide overall supervision, management, and evaluation of the area, staying abreast of what is happening in the area and ensuring that the area structure is adequate to meet the needs of the College.
4. Responsible for developing and coordinating the administration of policies related to the area and ensuring compliance with accrediting and regulating agencies and authorities.
5. Responsible for planning, developing, and monitoring the budget for the area.
6. Informing the President of departmental needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process. Providing new employees with appropriate orientation to the area and College.

7. Providing opportunities for area staff to participate in professional development activities that will help employees advance the mission of the College.
8. Responsible for ensuring that all deadlines are met within the area.
9. Develop, schedule, implement, monitor, and evaluate all curriculum classes and programs.
10. Maintain, in cooperation with other areas of the College, files and data pertaining to community needs, budgetary matters, and students.
11. Ensure that curriculum faculty have appropriate credentials to teach classes and programs.
12. Coordinate area reports and ensure timely completion.
13. Develop and utilize distance learning and other emerging technologies to provide increased access to the educational opportunities offered by the College.
14. Coordinate instructional support services for curriculum programs with other areas of the College.
15. Supervise the activities of program advisory committees.
16. Develop and maintain an atmosphere of professionalism, cooperation, dedication, and mutual respect within the curriculum area and points of contact with students, other areas of the College, and the community at large.
17. Other duties as assigned by the President.

Knowledge, Skills and Abilities:

1. Documented experience in planning, developing, and implementing educational degree programs and in evaluating programs and staff.
2. Must have demonstrated an understanding of and commitment to the open door philosophy and the mission and goals of community colleges.
3. Experience with regional and program accreditation.

Minimum Education and Experience:

1. Master's degree required, doctorate preferred, in higher education, an academic subject, or community college education required.
2. Five years of Higher education administration experience required.
3. Collegiate teaching experience preferred.

Job Description

Position Title: **Vice President for Student Development**

General Description: The Vice President for Student Development, under the authority of the President, supervises all areas of the Student Development Area. The Vice

President is responsible for planning, developing, coordinating, and evaluating all Student Development functions.

Duties and Responsibilities of the Position:

1. Provide leadership within the area, maintaining consistency and standards when handling situations that may arise.
2. Provide leadership within the College by effectively communicating with the other VPs, providing area services when needed, and setting area initiatives in concordance with the College's vision/mission statement.
3. Provide overall supervision, management, and evaluation of the area, staying abreast of what is happening in the department and ensuring that the area structure is adequate to meet the needs of the College.
4. Responsible for developing and coordinating the administration of policies related to the area and ensuring compliance with accrediting and regulating agencies and authorities.
5. Responsible for planning, developing, and monitoring the budget for the area.
6. Informing the President of departmental needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process. Providing new employees with appropriate orientation to the area and College.
7. Providing opportunities for area staff to participate in professional development activities that allow them to carry out their duties.
8. Responsible for ensuring that all deadlines are met within the area.
9. Ensure that an adequate pre-admission testing program is developed and administered.
10. Ensure adequate counseling is given to students entering various programs of study.
11. Organize, administer, and evaluate the marketing and recruiting program of the College.
12. Responsible for the administration of all students and student accounting records along with statistical data on student recruitment, enrollment, and other statistical information pertaining to students and/or FTE.
13. Serve as the ADA Administrator for the student population.
14. Responsible for ensuring that the code of conduct for all students is adhered to and serve as chair of the Discipline Committee; ensuring that all students are provided due process if disciplinary action is taken by the College.
15. Serve as chair of the Student Appeals Committee and ensure due process is provided all students appearing before this committee.

16. Ensure that an appropriate program in career education, job placement and financial aid are maintained.
17. Serve as Veterans certifying official for the College.
18. Articulate with high schools and four-year colleges to assure a smooth transition for students and prospective students.
19. Other duties as assigned by the President.

Knowledge, Skills and Abilities:

1. Understanding of and commitment to the unique nature and role of the institution, with special reference to the open door admission policy -- the selective placement of students in programs, and revisions in student program placement when necessary rather than suspension for academic reasons.
2. Must have demonstrated an understanding of and commitment to the open door philosophy and the mission and goals of community colleges.

Minimum Education and Experience:

1. Minimum of a Master's degree in higher education, administration, or counseling.
2. Minimum of five years experience in student development working in records, administration, testing, and counseling required.
3. Five years community college experience required plus three years experience working with planning and budgets.

Job Description

Position Title: **Vice President of Continuing Education**

General Description: The Vice President of Continuing Education, under the direction of the President, is responsible for the development and oversight of the College's Continuing Education program to effectively meet the needs of the College's service area.

Duties and Responsibilities of the Position:

1. Provide leadership within the area, including developing continuing education courses, maintaining consistency and standards when handling situations that may arise.
2. Organize, initiate, and publicize all Continuing Education classes.
3. Provide leadership within the College by effectively communicating with the area VPs, providing area services when needed, and setting area initiatives in concordance with the College's vision/mission statement.

4. Provide overall supervision, management, and evaluation of the area, staying abreast of what is happening in the department and ensuring that the area structure is adequate to meet the needs of the College.
5. Responsible for developing and coordinating the administration of policies related to the area and ensuring compliance with accrediting and regulating agencies and authorities.
6. Responsible for planning, developing, and monitoring the budget for the area.
7. Informing the President of departmental needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process. Providing new employees with appropriate orientation to the area and College.
8. Providing opportunities for area staff to participate in professional development activities that allow them to carry out their duties.
9. Responsible for ensuring that all deadlines are met within the area.
10. Approve requisitions for all textbooks, supplies, and materials needed for Continuing Education classes.
11. Coordinate the starting of all Continuing Education classes with the Receptionist, Business Office, Dean of Instructional Services, and others directly concerned.
12. Assure that satisfactory progress and quality instruction is maintained in all classes.
13. Assure that continuing education instructors are properly oriented to all institutional procedures and policies.
14. Assure that all funds collected by the Continuing Education staff are handled consistent with procedures outlined by the NCCCS Accounting Procedures Manual; and meet accountability guidelines.
15. Ensure that all Continuing Education records and reports are kept accurately and submitted by staff and faculty in a timely manner.
16. Other duties as assigned by the President.

Knowledge, Skills and Abilities:

1. Understanding of and dedication to the unique nature and role of Continuing Education.
2. Understanding and commitment to the open door philosophy and the mission and goals of community colleges.

Minimum Education and Experience:

1. Master's degree in educational administration, adult education, higher education administration, or related field required.

2. Experience in industry and economic development highly preferred.
3. Successful track record with audits and maintenance of records preferred.
4. Eight years of successful administrative experience required.

Job Description

Position Title: **Dean of Development**

General Description: The Dean of Development, under the authority and supervision of the President, is responsible for the management and coordination of all procedures and activities related to securing external funding to support the College.

Duties and Responsibilities of the Position:

1. Develop and disseminate policies and procedures for fund raising that are related to the purposes of the College.
2. Design and conduct campaigns for the annual fund and for special purposes as required.
3. Develop and disseminate policies and procedures for pursuing, accepting, and managing externally funded grants and contracts.
4. Coordinate the preparation and submission of all externally funded grant requests.
5. Identify and establish cordial relationships with potential external funding sources.
6. Serve as Executive Director of the RCC Foundation, Inc.
7. Serve as an advisor to and ex-officio member of the RCC Campus Fund Committee.
8. Represent the College at professional meetings and conferences related to institutional development.
9. Perform other duties relating to development as assigned by the President.

Knowledge, Skills and Abilities:

1. Must demonstrate good written and oral communication skills.
2. Understanding and commitment to the unique nature and role of the College.

Minimum Education and Experience:

1. Master's degree plus a minimum of five years experience in education administration and/or fundraising required. Degree in higher education or business administration preferred. Bachelor's degree with extensive fundraising experience may be considered.

2. A background in dealing with federal, state, and/or private funding sources for higher education is preferred.

Job Description

Position Title: Dean of Instructional Services

General Description: Under the authority and supervision of the VP for Instruction, the Dean of Instructional Services is responsible for coordinating the recruiting, hiring, supervision, and evaluation of adjunct faculty. The Dean has the responsibility of coordinating support for and operation of all curriculum programs and supervision of all main-campus evening programs and services. In conjunction with Division/Department Chairs, the Dean is responsible for all curriculum scheduling. The Dean is also expected to teach curriculum courses on an assigned basis consistent with academic preparation and prior experience.

Duties and Responsibilities of the Position:

1. Identify the educational needs of students.
2. In conjunction with Division/Department Chairs, recruit and recommend adjunct faculty for employment to the VP for Instruction.
3. Provide instructional and administrative support for adjunct faculty.
4. At the direction of the VP for Instruction and in conjunction with Division/Department Chairs, coordinate the development of new programs and the review, evaluation and modification of existing curriculum programs.
5. In conjunction with Division/Department Chairs, coordinate the effective utilization of curriculum advisory committees.
6. Develop, implement, and schedule curriculum programs.
7. Compile and submit the annual Campus Security and Facility Utilization reports.
8. Plan and recommend to the VP for Instruction professional development training for adjunct faculty.
9. Teach selected curriculum courses.
10. Assign and serve as liaison for community use of main-campus classroom space.
11. Other duties as assigned by the VP for Instruction.

Knowledge, Skills and Abilities:

1. Ability to plan educational programs and to evaluate programs and staff.
2. Must have an understanding of and a commitment to the open door philosophy and to the mission and goals of the College.
3. Demonstrated proficiency in an educational leadership role.

4. Ability to teach selected curriculum courses.

Minimum Education and Experience:

1. Master's degree and sufficient graduate credits and professional experience to fully meet SACS criteria for faculty preparation to teach in an associate degree program.
2. Five years administrative work experience in adult education or five years experience in instructional supervision required.
3. Demonstrated experience working with a multicultural, racially, and ethnically diverse population is required.
4. Demonstrated experience in coordinating activities with both internal and external agencies preferred.

Job Description

Position Title: **Dean of Learning Resources**

General Description: The Dean of Learning Resources, under the authority and supervision of the VP for Instruction, is responsible for the coordination of instructional support services for the Library, Media Center, Guided Studies Center, and the Distance Learning Program. The Dean serves as Systems Administrator for the SIRSI automation system.

Duties and Responsibilities of the Position:

1. Maintain a professional atmosphere within the Learning Resources Center (LRC) which will implement the educational goals and objectives of RCC.
2. Plan, develop, and administer the overall LRC program, including: participation in curriculum planning and coordinating departmental services, materials and equipment.
3. Develop policies and procedures for the LRC and supervise their implementation.
4. Maintain overall responsibility for supervision and evaluation of the LRC staff.
5. Responsible for planning, developing, and monitoring the budget for the LRC.
6. Prepare and submit reports on materials and activities to designated departments/agencies.
7. Serve as LRC liaison with the faculty, staff, professional organizations, and general public.
8. Accept other duties as assigned.

Knowledge, Skills and Abilities:

Understanding of and commitment to the unique nature and role of the College and to the LRC concept.

Minimum Education and Experience:

1. Master's degree in library science, educational media, or education supervision and administration required.
2. Minimum of five years prior experience in supervision of library, media, or instructional programs required.
3. Two years prior experience as a classroom instructor or working in a library/LRC preferred.

D. Leadership Team

The Leadership Team will meet weekly to discuss College business. This group will be comprised of the President, Vice President for Administrative Services and CFO, Vice President of Instruction, Vice President of Student Development, Vice President of Continuing Education, and Dean of Development. Other deans and directors will be invited to meetings as needed, depending on the business at hand.

E. President's Council

The President's Council will meet monthly to receive updates from the President and Vice Presidents, share information, and review proposed changes to policies and procedures. As a representative body of the College, the President's Council will ensure that policy changes are widely reviewed before they are presented to the Board of Trustees.

The President's Council will be comprised of the President, Vice President for Administrative Services and CFO, Vice President of Instruction, Vice President of Student Development, Vice President of Continuing Education, Dean of Learning Resources, Dean of Development, Dean of Instruction, Director of Institutional Planning and Research, Director of Public Information, Director of Facility Services, Director of Information Technology, Director of Human Resources, Arts & Sciences Division Chair, Business Division Chair, Engineering and Industrial Division Chair, Health Division Chair, Public Services Division Chair, Faculty Association President, Principal of Scotland County Early College High School, and Principal of Richmond County Early College High School.

F. Organizational Charts

See comprehensive Organizational Charts in Appendix A.

3.01.00 FACULTY AND STAFF MEETINGS

Faculty and staff meetings are scheduled twice each semester, usually on a Tuesday at 2:30 p.m. The President may call special meetings as necessary. Full-time faculty and staff are expected to attend all faculty and staff meetings. The Vice Presidents will check attendance and the Faculty Administrative Assistant will take minutes of the meeting. These minutes will be kept on file in the office of the Vice President for Instruction.

Student Government Association officers may request permission to attend a regularly scheduled faculty and/or faculty and staff meeting for the purpose of discussing specific matters of interest to the student body. Such requests should be made to the advisor of the SGA and the President.

3.02.00 STAFF COMMUNICATION

The Richmond Community College Staff Bulletin, "In-House Mail," is used to communicate information within the College to employees. Information to be included in the Bulletin must be submitted to the President's Executive Assistant at least two (2) days before publication is expected, in written or electronic form, and everyone is encouraged to contribute items of interest concerning programs, projects, or College activities.

The electronic mail system is also available for employees to use for direct, College-related communication with individual employees or groups of employees.

3.03.00 STANDING INSTITUTIONAL COMMITTEES

Employees at Richmond Community College are expected to serve on advisory committees, standing committees, or other special committees, when requested to do so. All committee members serve for one (1) year except as noted. Committee members will be appointed by the President for a term of August 1 to July 31 unless otherwise noted.

A. Academic Appeals Committee

The purpose of the Academic Appeals Committee is to hear appeals from students who have been placed on academic suspension. The decision of the Committee on appeals is final. The Committee consists of the Vice President for Instruction, Vice President for Student Development, Dean of Instructional Services, and Director of Counseling. The Vice President for Student Development shall serve as the Chairperson.

B. Basic Skills Discipline Committee

The Basic Skills Discipline Committee will convene at the direction of the Basic Skills Director and will hold hearings and reach decisions in disciplinary matters referred to it from violations of the Continuing Education Student Conduct Policy. The Basic Skills Discipline Committee consists of the Director of Basic Skills (Chair), the Basic Skills Coordinator of the Section in which the student is enrolled, and the Instructor whose student is accused. The location of the hearing will be determined by the site where the alleged violation occurred.

The Basic Skills Discipline Committee will follow the procedures established in the Continuing Education Student Conduct Policy.

C. Calendar Committee

The purpose of the Calendar Committee is to evaluate, update, review, and revise the College Calendar. The Committee consists of the Vice President for Instruction, Vice President for Student Development, Dean of Instructional Services, Controller, Director of Financial Aid, Director of Human Resources, Registrar, and Faculty Association President or his designee. The Vice President for Student Development shall serve as the Chairperson.

D. Campus Fund Committee

The purpose of the Campus Fund Committee is to assist the Dean of Development in organizing and conducting the Richmond Community College Foundation's annual fundraising Campus Campaign and to administer the Foundation's Mini-grant Program in accordance with the Foundation's Mini-grant Program Policy. The Committee meets quarterly or as determined necessary by the Committee Chair for campaign planning and reviewing Mini-grant Proposals for approval or disapproval.

The Campus Fund Committee consists of between five (5) and ten (10) voting members appointed by the President and selected to represent all areas of the College. The President shall appoint the Chairperson. Terms of service will be one-year and, at the discretion of the President, members may serve consecutive terms. Additionally, the Dean of Development serves on the Committee as a permanent, ex-officio, non-voting member providing technical guidance on the expenditure of RCC Foundation funds in accordance with the RCC Foundation's policies and applicable laws and regulations and serves as the liaison with the RCC Foundation Board of Directors.

E. Curriculum Committee

The purpose of the Curriculum Committee is to recommend any additions, deletions, or changes in curriculum offerings, including the sequence in which courses will be offered. Department Chairs, working with their respective advisory committees, may bring recommendations to the Curriculum Committee. All proposed changes will be subject to the approval of the President. Committee minutes are taken by the Faculty Administrative Assistant and kept on file in the office of the Vice President for Instruction.

The Curriculum Committee consists of ten (10) faculty members, including the current Division Chairs. The Vice President for Instruction, Vice President for Student Development, Dean of Instructional Services, Dean of Learning Resources, Director of Counseling, and Registrar will be ex-officio members. Chairmanship of the Curriculum Committee will be rotated annually among the Division Chairs.

F. Financial Aid Committee

The purpose of the Financial Aid Committee is to review scholarship and emergency financial aid applications and recommend recipients to the Financial Aid Office. Meetings of the Financial Aid Committee will be scheduled by the chairperson.

The Committee consists of five (5) faculty members representing different program areas, plus the Director of Financial Aid who is a non-voting member. The President shall appoint the Chairperson. The Vice President for Student Development is an ex-officio member of the Committee.

The Director of Financial Aid has been appointed as the coordinating official for federal and non-federal financial aid programs. Each employee of Richmond Community College is responsible for reporting to the coordinating official any financial awards made to students.

G. Global Diversity Committee

The purpose of the Global Diversity Committee is to value, celebrate, and nurture diversity in the community. The function of the Global Diversity Committee is to create opportunities for exposure to diverse cultures, religions, ethnicities, genders, races, national origins, disabilities, sexual orientations, and ages in hopes it will bridge differences to promote unity in pursuit of global growth. By respecting diversity, the Global Diversity Committee embraces and derives value from diverse views and encourages an environment for diverse perspectives. Through experiential opportunities married with global education initiatives, Richmond Community College

students will be afforded the experiences needed to be an active member of a global community.

The Committee consists of at least ten (10) people representing all areas of the College. The President shall appoint the Chairperson.

H. Graduation Committee

The Graduation Committee is responsible for planning the total graduation program. The Registrar is an ex-officio member of the Committee. The President shall appoint the Chairperson.

I. Hospitality Committee

The purpose of the Hospitality Committee is to plan the Holiday luncheon and special events as assigned by the President. The Committee consists of at least (10) people representing all areas of the College. The President shall appoint the Chairperson.

J. Planning and Accountability Council

The RCC Planning and Accountability Council is charged with providing input and guidance to the RCC administration regarding the development, measurement, and assessment of the College's goals, outcomes, and performance standards, in direct support of the College mission. The Council will place particular focus on the College's compliance with accreditation principles and institutional effectiveness, as well as standards and requirements imposed by external authorities.

The Council will consist of 15 members, with a chair appointed by the President. Members will serve for a two year term, half of the Committee to rotate off one year, the other half to continue on the next year with the new appointees in order to maintain continuity. Membership will be as follows:

- Five curriculum faculty members representing each division, not currently serving as division chairs.
- Five professional staff members, at least one being from each area of the College.
- Five members from technical, clerical, and maintenance positions.
- The Vice President for Administrative Services and CFO, Vice Presidents, and the Director of Institutional Planning and Research will serve as ex-officio members.

K. Professional Development Committee

The purpose of the Professional Development Committee is to identify professional development opportunities for Faculty and Staff. The Committee consists of at least (10) people representing all areas of the College. The President shall appoint the Chairperson.

L. Residency Committee

The purpose of the Residency Committee is to determine the residency of students and prospective students in accordance with North Carolina General Statute 116-1431 (b). The Residency Committee consists of the Vice President for Student Development, the Vice President for Administrative Services and CFO, Dean for Instructional Services, and one (1) faculty member. The Committee elects its own chairperson.

M. Safety and Health Committee

The Safety and Health Committee is charged with making an annual inspection of all College facilities and making a written report to the President. The President shall appoint the Chairperson.

The Safety and Health Committee consists of thirteen (13) members who represent the various segments of the workforce. The members of this Committee will consist of the Director of Facility Services, Director of Human Resources, and one (1) person representing each main campus building and off-site building. These members will each serve a two-year term on the Committee. Half of the Committee is to rotate off one year, the other half to continue on the next year with the new appointees in order to maintain continuity.

N. Student Discipline Committee

The Student Discipline Committee will meet at the direction of the Vice President for Student Development. The Student Discipline Committee will hold hearings and reach decisions in disciplinary matters referred to it arising from violations of the Student Conduct Policy or the Continuing Education Student Conduct Policy. The Student Discipline Committee will render decisions based solely on the facts presented at a hearing. The Committee may impose penalties as outlined in the Student Conduct Regulations Section of the College Catalog or the Continuing Education Student Conduct Policy.

The Student Discipline Committee consists of three (3) students and two (2) faculty members (one from Instruction and one from Continuing Education) appointed

by the President. The Vice President for Student Development will serve as the non-voting Chairperson of the Committee.

O. Sustainability Committee

The purpose of the Sustainability Committee is to coordinate the development and implementation of campus-wide sustainability activities designed to reduce energy consumption, promote recycling and conservation of resources, and integrate sustainability principles and green energy technologies in education and training programs.

The Committee consists of at least ten (10) people representing all areas of the College. The President shall appoint the Chairperson.

P. Technology Committee

The purpose of the Technology Committee is to monitor, update, and revise the College's Technology Plan. The Committee consists of at least ten (10) people representing all areas of the College. The President shall appoint the chairperson.

History Notes: Board approved revisions on October 5, 2009.

3.04.00 INSTITUTIONAL ASSESSMENT AND PLANNING SYSTEM

Planning at Richmond Community College is viewed as an administrative strategy for thinking about and preparing for the future. Designed to permit faculty, staff, student, Trustee, and community participation, the college wide Assessment & Planning System permits an organized response to the changing educational needs of the people in this region and compliance with applicable sections of North Carolina General Statutes 115D, Title 23 of the North Carolina Administrative Code, policies of the State Board of Community Colleges, and the accreditation principles of the Commission on Colleges of the Southern Association of Colleges and Schools. In this context, planning at Richmond Community College serves to clarify issues, achieve consensus, establish priorities, allocate resources, and enhance institutional effectiveness.

The Richmond Community College Mission, Vision, and Strategic Directives serves as a foundation for all evaluation, assessment, and planning activities on campus.

The Director of Research and Institutional Effectiveness, under the direction of the Vice President for Administrative Services and CFO, coordinates institutional effectiveness activities among all administrative divisions and College committees. The Planning and Accountability Council reviews and makes recommendations to the

administration for changes or improvements in the Assessment and Planning system procedures.

Consult the most recent issue of “A Guide for Assessment & Planning for Institutional Effectiveness” for a description of specific schedules and procedures. A current list of approved institutional tasks is available in the office for Research and Institutional Effectiveness. An annual Institutional Effectiveness Report of past year planning activities completed and current continuing tasks is made available each year to all permanent College employees.

History Notes: Board approved revisions on October 5, 2009.

3.05.00 REVIEW OF MISSION AND VISION STATEMENTS

In the fall of the odd-numbered years, the President’s Council will review the College’s Mission and Vision Statements and Strategic Directives. The Council will evaluate the statements in terms of what the College is doing and what the College expects to do in the future:

Is the Mission Statement current and comprehensive?

Does the Vision Statement guide the College’s activities in support of the Mission Statement?

Are the Strategic Directives current?

To help in the evaluation process, the Council may use input from staff, results of the most recent community needs survey, planning assumptions, and other external and internal documentation.

Procedure for Revision

If the Council concludes that the Mission, Vision, or Strategic Directives need to be revised, the President will appoint a committee to make recommendations for revision. The President will then make a recommendation to the Board of Trustees for final approval.

History Notes: Board approved revisions on October 5, 2009.