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## Appendix 2: Structure of College Councils and Committees

### 1. Administrative Council

#### Purpose:

To provide a consistent approach to the philosophy, leadership, and management of the College; to recommend policy to the Board of Trustees as applicable; and to review and act upon recommendations from standing committees.

<b>Composition:</b>	<b>Appointed by:</b>
(1) President of the College	Position
(2) Dean of Instruction	Position
(3) Dean of Administrative Services	Position
(4) Dean of Continuing Education	Position
(5) Dean of Student Services	Position
(6) Director of Planning and Institutional Effectiveness	Position
(7) Director of Public Relations /Executive Director of BCCC Foundation	Position
(8) Director of Evening and Off-Campus Programs	Position
(9) SACS Liaison	Position
(10) President of Faculty Senate	Position
(11) Early College Liaison	Position
(12) President of Staff Association	Position
(13) President of S.G.A. or designee	Position

Chaired by: President of the College

Reports to: Board of Trustees

### 2. Admissions Committee

#### Purpose:

To review and recommend policies on admissions, re-admissions, and related academic regulations.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Dean of Student Services	Position
(2) Director of Admissions and Recruitment	Position
(3) Representative of Instructional Affairs	Dean of Instruction
(4) Representative of Student Services	Dean of Student Services
(5) Faculty (4)	President of Faculty Senate

- (5) Students (2) Dean of Student Services

Chaired by: Director of Admissions and Recruitment

Reports to: Administrative Council

### 3. Business Continuity Plan Committee

**Purpose:**

To annually review and update or revise, if necessary, the Beaufort County Community College (BCCC) Business Continuity Plan. To forward recommendations for approval to BCCC Administrative Council and BCCC Board of Trustees.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Dean of Instruction	Position
(2) Dean of Administrative Services	Position
(3) Dean of Continuing Education	Position
(4) Dean of Student Services	Position
(5) Director of Planning & Institutional Effectiveness	Position
(6) Director of Public Relations/Executive Director of BCCC Foundation	Position
(7) Director of Human Resources	Position
(8) Network Administrator	Position
(9) System Administrator	Position

Chaired by: Elected from within.

Reports to: Administrative Council

### 4. Curriculum Committee

**Purpose:**

To review all proposed changes in the credit curriculums, curriculum proposals, and academic regulations. To recommend graduation requirements for all degrees, diplomas, and certificates offered by the College.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Dean of Instruction	Position
(2) Allied Health Representative	Dean of Instruction
(3) Division Chairperson, Arts and Sciences	Position
(4) Division Chairperson, Business	Position
(5) Industrial Technology Representative	Dean of Instruction

## Appendix 2: Beaufort County Community College Faculty and Staff Policy Manual

- |   |                             |
|---|-----------------------------|
| (6) Faculty (4)                                 | President of Faculty Senate |
| (7) Representative of Staff Association         | Position                    |
| (8) Registrar                                   | Position                    |
| (9) Director of Evening and Off-Campus Programs | Position                    |
| (10) Director of Financial Aid                  | Position                    |

Chaired by: Dean of Instruction

Reports to: Administrative Council

### 5. Evaluation Systems Committee

#### **Purpose:**

To review all College internal and external evaluations, survey guidelines, instruments, and processes, and to recommend appropriate changes.

#### **Composition:**

- (1) Dean
- (2) Director of Planning and I.E.
- (3) Academic Division Chairperson
- (4) Representatives of Instructional Affairs (2)
- (5) Representatives of Administrative Services (2)
- (6) Representatives of Continuing Education (2)
- (7) Representatives of Student Services (2)
- (8) Faculty (2)
- (9) Staff (1)
- (10) Student

#### **Appointed by:**

- President of the College
- Position
- Dean of Instruction
- Dean of Instruction
- Dean of Administrative Services
- Dean of Continuing Education
- Dean of Student Services
- President of Faculty Senate
- President of the Staff Association
- Dean of Student Services

Chaired by: Director of Planning and Institutional Effectiveness

Reports to: Administrative Council

### 6. Financial Aid Committee

#### **Purpose:**

To recommend policies pertaining to the distribution of financial assistance, including work study to curriculum students, and to approve scholarships and grants awarded through the Financial Aid Office.

#### **Composition:**

- (1) Dean of Instruction
- (2) Dean of Administrative Services
- (3) Director of Financial Aid

#### **Appointed by:**

- Position
- Position
- Position

- |  |                             |
|--|-----------------------------|
| (4) Director of Public Relations<br>/Executive Director of BCCC Foundation | Position                    |
| (5) Representative of Student Services                                     | Dean of Student Services    |
| (6) Faculty (2)  | President of Faculty Senate |

Chaired by: Director of Financial Aid

Reports to: Administrative Council

## 7. Health and Safety Committee

### **Purpose:**

To address the health and safety needs of the College and to insure compliance with mandated regulations.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Director of Campus Operations	Position
(2) Director of Human Resources	Position
(3) Director of Campus Police	Position
(4) Director of Plant and Maintenance Operations	Position
(5) Director of Evening and Off-Campus Programs	Position
(6) Representative of Continuing Education	Dean of Continuing Education
(7) Representative of Student Services	Dean of Student Services
(8) Allied Health Representative	Allied Health Chairperson
(9) Arts and Sciences Representative	Arts and Sciences Chairperson
(10) Business Division Representative	Business Division Chairperson
(11) Industrial Technology Representative	Industrial Technology Chairperson
(12) Staff (1)	President of the Staff Association
(13) Student	Dean of Student Services

Chaired by: Director of Campus Operations

Reports to: Administrative Council

## 8. Information Technology Committee

### **Purpose:**

To coordinate the development and networking of campus-wide technology including hardware, software, multimedia, voice, and video of both academic and administrative resources.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Dean of Instruction	Position
(2) Dean of Administrative Services	Position
(3) Dir. of Planning and Institutional Effectiveness	Position
(4) Network Administrator	Position
(5) System Administrator	Position
(6) Representative of Continuing Education	Dean of Continuing Education
(7) Representative of Student Services	Dean of Student Services
(8) Allied Health Representative	Allied Health Chairperson
(9) Arts and Sciences Representative	Arts and Sciences Chairperson
(10) Business Division Representative	Business Chairperson
(11) Industrial Technology Representative	Industrial Technology Chairperson
(12) Library Services Representative	Director of Learning Resources Center
(13) Staff (1)	President of the Staff Association
(14) Faculty (1)	President of the Faculty Senate
(15) Student	Dean of Student Services

Chaired by: Elected from within

Reports to: Administrative Council

### **9. Institutional Review Board**

**Purpose:**

To review all federal grant proposals submitted by, or in collaboration with, the College to determine compliance with the federal guidelines specified in 45 CFR part 46 protecting the welfare of human subjects used in research. To review any non-federal grant proposals and/or activities that may involve such research.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Lead Instructor for Science	Position
(2) Lead Instructor for Social/Behavioral Sciences	Position
(3) Dir. of Planning and Institutional Effectiveness	Position
(4) Dean of Student Services	Position
(5) Non-affiliate of BCCC	President

Chaired by: Elected from within

Reports to: Administrative Council

## 10. Marketing/PR Committee

### Purpose:

To evaluate, plan, and implement a comprehensive marketing strategy with the intention of promoting a positive public image of the entire College, including students, programs, faculty, and staff.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Dean	President
(2) Director of Public Relations /Executive Director of BCCC Foundation	Position
(3) Director of Evening and Off-Campus Programs	Position
(4) Director of Admissions and Recruiting	Position
(5) Coordinator of Educational Media/Graphics	Position
(6) Coord. of Duplicating and Mailroom Services	Position
(7) Representatives of Continuing Education (2)	Dean of Continuing Education
(8) Representative of Student Services	Dean of Student Services
(9) Faculty (4)	Division Chairpersons
(10) Staff (1)	President of the Staff Association
(11) Representative from Faculty Senate (1)	President of the Faculty Senate
(12) Student	Dean of Student Services

Chaired by: Director of Public Relations/Executive Director of BCCC Foundation

Reports to: Administrative Council

## 11. Mission Review Committee

### Purpose:

To biennially review the College's vision, mission statement, and long-range goals.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Member of Board of Trustees	Chairperson of the Board of Trustees
(2) Dean	President of the College
(3) Director of Planning and Institutional Effectiveness	Position
(4) Director of Public Relations /Executive Director of BCCC Foundation	Position
(5) Representatives of Instructional Affairs (2)	Dean of Instruction
(6) Representatives of Administrative Services (2)	Dean of Administrative Services
(7) Representatives of Continuing Education (2)	Dean of Continuing Education

## Appendix 2: Beaufort County Community College Faculty and Staff Policy Manual

- |   |                                    |
|---|------------------------------------|
| (8) Representatives of Student Services (2) | Dean of Student Services           |
| (9) Faculty (4)                             | President of Faculty Senate        |
| (10) Staff (1)                              | President of the Staff Association |
| (11) Student                                | Dean of Student Services           |

Chaired by: Director of Planning and Institutional Effectiveness

Reports to: Administrative Council

### 12. Planning Council

#### **Purpose:**

To maintain a planning process by which the institution identifies and selects courses of action for the future which increase the probability of achieving the stated goals of the College.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Administrative Council	Position
(2) Academic Division Chairpersons	Position
(3) Director of Learning Resources Center	Position
(4) Chairperson of Information Technology Committee	Position
(5) Network Administrator	Position
(6) System Administrator	Position
(7) Faculty (2)	President of Faculty Senate
(8) Staff (2)	President of Staff Association

Chaired by: Director of Planning and Institutional Effectiveness

Reports to: Administrative Council

### 13. Professional Development Committee

#### **Purpose:**

To provide leadership and support to the professional development of faculty and staff by planning, coordinating, implementing, and evaluating the professional development activities of Beaufort County Community College.

<b>Composition:</b>	<b>Appointed by:</b>
(1) Dean	President of the College
(2) Director of Human Resources	Position
(3) Coordinator of Research and Special Projects	Position
(4) Representatives of Instructional Affairs (2)	Dean of Instruction
(5) Representatives of Administrative Services (2)	Dean of Administrative Services

## Appendix 2: Beaufort County Community College Faculty and Staff Policy Manual

- |   |                                |
|---|--------------------------------|
| (6) Representatives of Continuing Education (2) | Dean of Continuing Education   |
| (7) Representatives of Student Services (2)     | Dean of Student Services       |
| (8) Faculty (3)                                 | President of Faculty Senate    |
| (9) Staff (1)                                   | President of Staff Association |

Chaired by: Director of Human Resources

Reports to: Administrative Council

### 14. Publications/Information Committee

#### **Purpose:**

To edit and review all official documents/information printed for external distribution.

#### **Composition:**

- (1) President
- (2) Dean of Instruction
- (3) Dean of Administrative Services
- (4) Dean of Continuing Education
- (5) Dean of Student Services
- (6) Director of Public Rel./Exec. Dir. of Foundation
- (7) Lead Instructor, English
- (8) Director of Admissions
- (9) Learning Resources Center Director
- (10) Administrative Assistant to the President
- (11) Coordinator of Records & Special Programs - CE
- (12) Cont. Ed. Administrative Assistant/Cashier
- (13) Coordinator / Duplicating and Mailroom Services
- (14) Coordinator, Educational Media/Graphics Services

#### **Appointed by:**

- Position
- Position
- Position
- Position
- Position
- Position
- Position
- Position
- Position
- Position
- Position
- Position
- Position
- Position

Chaired by: Director of Public Relations /Executive Director of BCCC Foundation

Reports to: Administrative Council

### 15. Special Events Committee

#### **Purpose:**

To assist with coordinating all campus special events.

#### **Composition:**

- (1) Director of Public Relations  
/Executive Director of BCCC Foundation

#### **Appointed by:**

Position

## Appendix 2: Beaufort County Community College Faculty and Staff Policy Manual

- |   |          |
|---|----------|
| (2) President of Faculty Senate                 | Position |
| (3) President of Staff Association              | Position |
| (4) Student Activities Coordinator              | Position |
| (5) Director of Evening and Off-Campus Programs | Position |
| (6) Director of Human Resources                 | Position |
| (7) Executive Assistant to the President        | Position |

Chaired by: Director of Public Relations/Executive Director of BCCC Foundation

Reports to: Administrative Council

### 16. Student Appeals Committee

#### **Purpose:**

To serve as the original board of jurisdiction for student appeals of determination affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs or events.

#### **Composition:**

Membership of the committee will be restricted to staff and students who do not serve on either the Administrative Council or the Curriculum Committee.

#### **Composition:**

- (1) Vice President of SGA or designee
- (2) Representative of Student Services
- (3) Faculty (2)
- (4) Staff (1)
- (5) Students (1)

#### **Appointed by:**

- Position (cannot be SGA President)
- Dean of Student Services
- President of Faculty Senate
- President of Staff Association
- Dean of Student Services

In an effort to achieve fairness and diversity, the Committee members for hearings shall be chosen from:

#### **Composition:**

- (6) Pool of Faculty (8)
- (7) Pool of Staff (4)
- (8) Pool of Student Services Staff (2)

#### **Appointed by:**

- President of Faculty Senate (4)  
*One from each of the four divisions*
- Division Chair (4)  
*One from each of the four divisions*
- President of Staff Association
- Dean of Student Services

\*\*\*Members of the Student Appeal Committee **may not** serve more than two consecutive years.

Chaired by: Elected from within

Reports to: Administrative Council

**17. Writing Across the Curriculum Advisory Committee**

**Purpose:**

To form an advisory “Writing Across the Curriculum Committee” to implement and evaluate procedures to”...establish a campus-wide project to enhance the written communication skills of BCCC graduates.”  
(Quality Enhancement Plan: SACs Review)

<b>Composition:</b>	<b>Appointed by:</b>
(1) Director of the Writing Center	Position
(2) SACS Liaison	Position
(3) Lead English Instructor	Position
(4) Representative: Allied Health	Dean of Instruction
(5) Representative: Arts and Sciences	Dean of Instruction
(6) Representative: Business Division	Dean of Instruction
(7) Representative: Developmental Education	Dean of Instruction
(8) Representative: Industrial Technology	Dean of Instruction
(9) Representative: Institutional Effectiveness	Dean of Instruction
(10) Representative: Learning Resource Center	Dean of Instruction

Chaired by: Director of Writing Center

Reports to: Administrative Council

**18. Schedule of Minimum Number of Meetings for Standing Committees**

Administrative Council.....	Monthly (except July and December)
Admissions Committee.....	Each semester
Business Continuity Plan Committee.....	Annually
Curriculum Committee .....	Each Semester
Evaluation Systems Committee.....	Each semester
Financial Aid Committee .....	Each semester
Health and Safety Committee .....	Each Semester
Information Technology Committee .....	Each Semester
Institutional Review Board.....	As needed
Marketing/PR Committee .....	Every Two Months
Mission Review Committee.....	Biennially
Planning Council .....	Each semester
Professional Development Committee .....	Each Semester

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- Publications/Information Committee.....As needed
- Special Events Committee.....As needed
- Student Appeals Committee.....As needed
- Writing Across the Curriculum Advisory Committee....As needed

Additional meetings for committees will be scheduled as needed.

**Except in cases where the Privacy Act would be violated, the minutes of all committee meetings are on file in the office of the President and are accessible to staff and faculty. Some committee reports are also available on the BCCC Internet.**