CHAPTER THREE

ORGANIZATION

AND

ADMINISTRATION
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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: The Board of Trustees will implement its policies through the President of the College as its executive agent. The President will serve as the chief executive officer of the college. The President shall implement and enforce the policies of the Board and direct the development, administration, and operations of the college. The President shall be qualified by training, experience, habits, and philosophy, to develop and maintain a comprehensive college of high quality in accordance with state law and regulations, and sound public educational theory and practice.

Duties and Responsibilities of the Position:

A. The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired in a duly-called executive session dealing exclusively with personnel matters involving the President himself/herself.

B. The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.

C. The President of the College will periodically submit recommendations to the Board for the review and continuance or modification of the college mission.

D. The President of the College shall elect, appoint, and employ all other personnel of the college, subject to the standards of the State Board of Community
Colleges and the policies of the Board of Trustees. Employment actions will be included in the Personnel Report to the Board.

E. The President shall recommend, in the following broad fields, all educational programs and curricular programs that he/she deems to be in the best interest of the citizens of Richmond County and Scotland County or in any new service area county that may be established by the State Board of Community Colleges or the General Assembly, which are educationally and financially feasible and which are not in conflict with the requirements of the statutes or the standards of the State Board of Community Colleges.

1. Organized curricula for the preparation of technicians
2. Courses and curricula in vocational, trade, and technical specialty areas
3. Courses and programs in general adult education
4. The first two years of a four-year degree

F. The President shall appoint lay advisory committees for particular programs of the College where needed. He/She shall consult with the Board on planning, construction, and modification of physical facilities.

G. The President shall advise the Board on the financial and budgetary needs of the College. He/she shall recommend the items to be included in the current expense budget and the capital outlay budget.

H. The President shall have the initiative in shaping and maintaining the educational policies and the character of the College, and he/she shall recommend changes to be made in the programs and services to be provided.

I. The President controls the fund raising activities of the College.

J. The President shall discharge any other functions that the Board may delegate to him/her.

History Notes: Amended Effective: January 3, 2012

B. Academic and Administrative Officers

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

1. Executive Vice President
2. Vice President for Workforce and Economic Development
3. Vice President for Instruction and Chief Academic Officer
4. Vice President for Student Services
Administration is further subdivided into two (2) Dean positions, which are supervised by the Vice President of Instruction/Chief Academic Officer and the President.

1. Dean of Learning Resources (VP – Instruction/CAO)
2. Dean of Institutional Effectiveness and Accountability (President)

Together the President, Vice Presidents, and Deans comprise the Academic and Administrative Officers of the College.

History Note: Amended Effective: August 7, 2012.

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: Executive Vice President

General Description: The Executive Vice President, 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 overall leadership of the area, ensuring that the services provided meet the needs of students, employees and the community.
2. Effectively communicating with the other VP’s, providing area services when needed.
3. Regularly assess the performance of employees within the area, and the setting and fulfillment of outcomes, goals, and standards that support the College mission.
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. Promote a culture of continuous improvement and customer service within the area's departments.
6. Inform the President of department needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process.
7. Provide opportunities for area staff to participate in appropriate and meaningful professional development activities.
8. Responsible for ensuring that all internal and external deadlines are met within the area.
9. Direct all efforts involving: business and financial affairs, grounds and maintenance, human resources, printing, safety, risk management, auxiliary services, and information technology services.
10. Manage the development of the College budget and manage the budget to support the mission and to ensure compliance with state laws and regulations.
11. Ensure all required periodic state, federal, and institutional financial reports, including the annual financial statements, are accurate, timely, and complete.
12. Negotiate and maintain food vending services, bookstore services, and insurance coverage for the College.
13. Serve as capital project coordinator for all College construction projects.
14. Liaison to all external funding and/or financial compliance agencies or offices.
15. Represent the College and the President as needed with groups appropriate to functions of the area.
16. Coordinate activities and projects as requested by the President.

Knowledge, Skills and Abilities:
1. Must have demonstrated leadership ability, knowledge of GAAP, strong computer applications skills, effective written and oral communication skills, project management skills, and ability to work as a member of a team.

Minimum Education and Experience:
1. Master’s degree in business, accounting, public administration, or related field required. Bachelor’s degree with CPA will be considered.
2. Minimum of five years administrative experience required, preferably in a higher education setting.
Job Description

Position Title: Vice President for Instruction and Chief Academic Officer

General Description: The Vice President for Instruction/CAO, under the authority and supervision of the President, is responsible for developing, implementing, and evaluating all curriculum programs and the Learning Resources Center, and leading all of the College employees within the area.

Duties and Responsibilities of the Position:
1. Serve as the Chief Academic Officer of the College, responsible and accountable for the development, implementation, and assessment of academic programs and student learning.
2. Develop and maintain an atmosphere of professionalism, collaboration, dedication, and mutual respect between the curriculum area and students, other areas of the College, and the community at large.
3. Provide innovative and service 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.
4. Provide overall supervision, management, and evaluation of the area, monitoring operations and results, while ensuring that the organizational structure of the area is adequate to meet the needs of the College.
5. Responsible for developing and coordinating the administration of policies related to the area, ensuring compliance with accrediting and regulating agencies and authorities, particularly SACS/COC.
6. Responsible for planning, developing, and monitoring the budget for the area.
7. Build and maintain positive relationships with College partners, including local school systems and collaborative agreements between the College and other institutions of higher learning.
8. Informs the President of departmental needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process. Provides new employees with appropriate orientation to the area and College.
9. Providing opportunities for area faculty and staff to participate in professional development activities that advance the mission of the College.
10. Ensures that students receive effective academic advising from faculty.
11. Responsible for ensuring that all deadlines and reporting requirements are met within the area.
12. Serves as the primary academic liaison to the NCCCS on behalf of the president, participating in appropriate professional associations.
13. Ensure that courses and programs are scheduled and delivered to fulfill the College mission and meet the students’ needs.
14. Ensure that faculty has appropriate credentials to teach classes and programs.
15. Develop and utilize distance learning and other emerging technologies to provide increased access to the educational opportunities offered by the College.
16. Coordinate instructional support services for curriculum programs with other areas of the College.
17. Supervise the activities of program advisory committees.
18. 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. Doctorate preferred.
2. Five years of Higher education administration experience required.
3. Collegiate teaching experience preferred.

Job Description

Position Title: Vice President for Student Services

General Description: The Vice President for Student Services, under the authority of the President, supervises all areas of the Student Services Area. The Vice President is responsible for planning, developing, coordinating, and evaluating all Student Services functions.

Duties and Responsibilities of the Position:
1. Provide overall leadership of the area, ensuring that the services provided meet the needs of students, employees, and the community.
2. Effectively communicating with the other Vice Presidents, providing area services when needed.
3. Regularly assess the performance of employees within the area, and the setting and fulfillment of outcomes, goals, and standards that support the College mission.
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. Promote a culture of continuous improvement and customer service within the area's departments.
6. Inform the President of department needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process.
7. Provide opportunities for area staff to participate in appropriate and meaningful professional development activities.
8. Ensure that the student financial aid programs operate in compliance with all internal and external rules and regulations and in the best interest of the students.
9. Lead the effective development and implementation of the College enrollment management plan, in conjunction with all marketing and recruitment efforts.
10. Responsible for ensuring that all internal and external deadlines are met within the area.
11. Ensure that an effective pre-admission testing program is developed and administered.
12. Ensure effective counseling is given to students entering various programs of study.
13. Organize, administer, and evaluate the College’s registration processes.
14. Responsible for the administration of all students records along with statistical data on student recruitment, enrollment, and other statistical information pertaining to students and/or FTE.
15. Serve as the ADA Administrator for the student population.
16. 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.
17. Serve as chair of the Student Appeals Committee and ensure due process is provided to all students appearing before this committee.

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18. Ensure that appropriate services in career education and job placement are maintained.
19. Serve as Veterans certifying agent for the College.
20. Communicate and coordinate with high schools and four year colleges to assure a smooth transition for students and prospective students.
21. Serve as a member of the President’s Leadership Team and the President’s Council.
22. Other duties as assigned by the President.

Knowledge, Skills and Abilities:

1. The Vice President for Student Services is the advocate and champion for the College’s students and understands the primacy of the student in the College’s mission. Understanding of and commitment to the unique nature and role of the institution, with special reference to the open door admission policy.
2. Strong interpersonal, written, and oral communication skills required.
3. Must have demonstrated ability to lead teams, develop consensus, and resolve conflict.
4. Understanding of current state and federal laws related to the student in higher education.

Minimum Education and Experience:

1. Minimum of a Master’s degree in higher education, administration, counseling or related degree required.
2. Minimum of five years’ experience in higher education required.
3. Proven leadership experience, preferably in a higher education setting required.
4. Experience in teaching, student counseling, financial aid, and records management preferred.
5. Residence in the College service area within one year of job acceptance required.

Job Description

Position Title: Vice President for Workforce and Economic Development

General Description: The Vice President for Workforce and Economic Development, under the direction of the President, is responsible for the development, delivery, and administration of the College’s Workforce and Economic Development programs in order to effectively meet the needs of the College’s service area.

Duties and Responsibilities of the Position:
1. Provide overall leadership of the area, ensuring that the services meet the needs of students, employees and the community.
2. Effectively communicating with the other VP’s, providing area services when needed, and setting area goals in concordance with the College vision/mission statement.
3. Regularly assess the performance of employees within the area, and the fulfillment of outcomes, goals, and standards that support the College mission.
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. Promote a culture of continuous improvement and customer service within the area’s departments.
6. Inform the President of department needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process.
7. Provide opportunities for area staff to participate in appropriate and meaningful professional development activities.
8. Responsible for ensuring that all internal and external deadlines are met within the area.
9. Develop and implement courses and programs that satisfy the economic, workforce development, and cultural needs of the service area.
10. Coordinate industrial training efforts with the President and all appropriate state, county, and business officials.
11. Manage the budget for the area; approve all purchase requests.
12. Communicate and coordinate courses and programs with all necessary internal and external groups, in order to ensure the student success.
13. Assure that workforce and economic development instructors are properly oriented to all institutional procedures and policies.
14. Ensure that all area records and reports are complete, accurate and current, in compliance with state and federal rules and regulations.
15. Represent the College and the President as needed with groups appropriate to functions of the area.
16. Coordinate activities and projects as requested by the President.

**Knowledge, Skills and Abilities:**

1. Understanding of and dedication to the unique nature and role of Workforce and Economic Development.
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 adult education, higher education administration, or related field required.
2. Experience in industry and economic development highly preferred.
3. Experience in higher education course development preferred.
4. Minimum of five years administrative experience required, preferably in a higher education setting.

Job Description

Position Title: Dean of Institutional Effectiveness and Accountability

General Description: Under the authority and supervision of the President, the Dean of Institutional Effectiveness and Accountability manages the strategic and annual planning processes; institutional research in support of planning, reporting, assessment, and other institutional requirements; external and specified internal reporting on institutional performance; the institutional discretionary grant program; and the College’s reaffirmation of accreditation process. The Dean is responsible for providing useable management information to key constituents in support of data informed planning, decision making, and policy formulation. The Dean also serves as the SACS liaison for the College.

Duties and Responsibilities of the Position:

1. Supervise the Director of Institutional Research, Grant Coordinator, and other employees as assigned.
2. Provide leadership in the Office of Institutional Effectiveness and Accountability to include providing professional development opportunities to subordinates, communicating and enforcing standards, and fostering support for institutional priorities.
3. Develop a comprehensive plan for reaffirmation to include, but not limited to, timelines, procedures, and organizational structures for review and approval by the Leadership Team and Planning and Accountability Council.
4. Chair the Planning and Accountability Council.
5. Establish a cordial and effective professional relationship with the SACS point of contact and staff.
6. Provide technical advice to staff and faculty on preparation for SACS reaffirmation.
7. Foster a culture of evidence and continuous compliance combined with implementation of planning and assessment processes that will sustain a perpetual state of readiness for reaffirmation.
8. Implement and oversee the SPOL-based RCC Automated Planning and Assessment Tool.
9. Supervise development and publication of comprehensive institution-wide data management and reporting plans.
10. Support planning, decision making, policy formulation, and other requirements of the College with accurate, timely, and useable management information.
11. Oversee the strategic and annual planning processes.
12. Ensure the accuracy, integrity, and availability of data in both internal and external reports.
13. Represent the College at professional meetings and conferences and within the community.
14. Oversee the institutional discretionary grant process.
15. Write selected grants with institution-wide impact and significance.
16. Act as the primary point of contact with program officers and staff at funding agencies and organizations.
17. Cooperate with the other members of the Leadership Team to integrate a cycle of assessment and planning throughout the institution that leads to continuous improvement.
18. Other duties and projects as directed by the President.

Knowledge, Skills and Abilities:
1. Knowledge of research methods and the accreditation process required.
2. Demonstrated written and oral communications skills required.
3. Successful grant writing experience preferred.
4. Experience with planning and decision making processes required.
5. Must be computer literate and able to learn new and challenging applications.

Minimum Education and Experience:
1. Master's degree required in a relevant field. Extensive experience in research, planning, and assessment with a bachelor's degree may be considered.
2. Experience in higher education highly 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/CAO, is responsible for the coordination of instructional support services for the Library, Media Center, Academic Success 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.
   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 regularly to discuss College business. This group will be comprised of the President, Vice Presidents, and Deans. Other employees will be invited to meetings as needed, depending on the business at hand.

History Note: Amended Effective: August 7, 2012.
E. President’s Council

The President’s Council will meet regularly 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 Leadership Team, Director of Public Information, Director of Facility Services, Chief Information Officer, Director of Human Resources, Director of College and Career Readiness, Director of Cole Auditorium, Executive Director of the Foundation, Department Chairs, Faculty Association President, SGA President, Principal of Scotland County Early College High School, and Principal of Richmond County Early College High School.

History Note: Amended Effective: August 7, 2012.

F. Organizational Charts

See comprehensive Organizational Charts in Appendix A.

3.01.00 EMPLOYEE MEETINGS

Employee meetings are scheduled at least twice each semester. The President may call special meetings as necessary. Permanent employees are expected to attend all employee meetings. 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/CAO.

Student Government Association officers may request permission to attend a regularly scheduled employee 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.

History Note: Amended Effective: August 7, 2012.

3.02.00 EMPLOYEE COMMUNICATION

Green Sheets are an electronic form of communication to share information within the College to employees. The Green Sheets are located in GroupWise in the Green Sheets Folder. The Executive Assistant to the President posts the Green Sheets in GroupWise and sends an email to notify employees of the posting.
Notes from the Leadership Team Meeting are posted in the Leadership Team Notes folder in GroupWise by the Executive Assistant to the President. An email is sent to notify employees of the posting.

The Office of Institutional Effectiveness and Accountability provides planning, assessment, and research information and services to Richmond Community College. The information is located in various folders in GroupWise. The electronic mail system is also available for employees to use for direct, College-related communication with individual employees or groups of employees.

History Note: Amended Effective: August 7, 2012.

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 and Student Appeals Committee

The purpose of the Academic and Student Appeals Committee is to hear appeals from students who have been placed on academic suspension per policy 7.01.00 and any other complaints from students. The decision of the Committee on appeals is final. The Committee consists of the Vice President for Instruction/CAO, Vice President for Student Services, Dean of Learning Resources, Director of Counseling, and a faculty representative. The Vice President for Student Services shall serve as the Chairperson.

B. 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/CAO, Vice President for Student Services, a Department Chair, Controller, Director of Financial Aid, Director of Human Resources, Registrar, and Faculty Association President or his designee. The Registrar shall serve as the Chairperson.

C. Campus Fund Committee

The purpose of the Campus Fund Committee is to assist the Executive Director of the RCC Foundation 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 Executive Director of the RCC Foundation serves on the Committee as a permanent, ex-officio, and 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.

D. 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. The Curriculum Committee may review and make recommendations on policies pertaining to curriculum instruction. 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 eleven (11) faculty members, including the current Department Chairs. The Vice President for Instruction/CAO, Vice President for Student 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 Department Chairs.

E. 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. The Financial Aid Committee may review and make recommendations on policies and procedures pertaining to financial aid. 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 Services 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.

F. **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.

G. **Graduation Committee**

The Graduation Committee is responsible for planning the total graduation program. The Committee consists of at least ten (10) people representing all areas of the College. The President shall appoint the Chairperson.

H. **Special Events Committee**

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

I. **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 may review and make recommendations on policies related to these issues.
The Council will consist of 16 members, with a chair appointed by the President. Membership will be as follows:

- Eight curriculum faculty members representing each department, not currently serving as department chairs.
- Eight staff members representing all areas of the College
- The Vice Presidents and the Dean of Institutional Effectiveness and Accountability will serve as ex-officio members.

**J. Professional Development Committee**

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

**K. 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 Services, the Executive Vice President, Dean of Learning Resources and one (1) faculty member. The President shall appoint the Chairperson.

**L. 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, Counselor/Special Populations Coordinator and one (1) person representing each main campus building and off-site building.

**M. Student Discipline Committee**

The Student Discipline Committee will meet at the direction of the Vice President for Student Services. The Student Discipline Committee will hold hearings and reach decisions in disciplinary matters referred to it arising from violations of the Student Conduct Policy. The Committee may impose penalties as outlined in the Student Conduct Regulations Section of the College Catalog.
The Student Discipline Committee consists of three (3) students and two (2) faculty members appointed by the President. The Vice President for Student Services will serve as the non-voting Chairperson of the Committee.

N. Sustainability Committee

The purpose of the Sustainability Committee is to promote 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.

O. 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.
Amended Effective: August 7, 2012.

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 Dean of Institutional Effectiveness and Accountability, under the direction of the President, 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

The Mission and Vision Statements and Strategic Directives of the College will be reviewed annually by the Administration of the College. Any recommended changes will be made to the Board of Trustees for approval. The Board of Trustees will reaffirm the Mission Statement, Vision Statement, and Strategic Directives when no changes are recommended.

History Notes:  Board approved revisions on October 5, 2009.
Amended Effective:  August 7, 2012.