



# Bevill State Community College

*SACS Reaffirmation of Accreditation Compliance Certification*

## ***Governance and Administration***

### ***Comprehensive Standard 3.2.11***

The institution's chief executive officer has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution's intercollegiate athletics program. **(Control of intercollegiate athletics)**

### ***Judgment of Compliance:***

**Compliance**       **Partial Compliance**       **Non-Compliance**

### ***Rationale for Judgment of Compliance:***

At Bevill State Community College, the chief executive officer (the [President](#)) has ultimate responsibility for administrative and fiscal control over the intercollegiate athletics program (Alabama State Board of Education Policy [203.02](#)). Administrative responsibilities are delegated to the [Vice President of External Affairs](#) and [Athletic Director](#), under the supervision of the President (Bevill State Community College [organizational chart](#)), who ensures that intercollegiate competition is an integral part of the educational offering (Alabama Community College Conference [Bylaws: Article II, 3.b.1](#)).

The College provides opportunities for students in men's and women's basketball, baseball, women's cross country and track, softball, and volleyball, and competes as a member of the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). Under the direction of the Athletic Director, who acts as the College's compliance officer for athletics, the program is administered in accordance with NJCAA / ACCC policies and procedures. The President of Bevill State Community College, or her designees, serves as the official representative for the College in Region 22 of the Alabama Community College Conference (Alabama Community College Conference [Bylaws: Article II, Section 3](#)). Therefore, the President has a voice in the administration and governance of the ACCC.

The Athletic Director, who reports directly to the Vice President of External Affairs, meets regularly with head coaches to provide regulatory updates and discuss issues related to the athletic program, as shown in the [minutes](#) of departmental meetings. The President is involved with these departmental meetings through her attendance, when scheduling allows, or by addressing areas of concern with her designees. The President has ultimate responsibility in the employment of all athletic department personnel ([hiring](#)

of all head coaches). Policies and procedures are clearly articulated in the *National Junior College Athletic Association Handbook*, the *Alabama Community College Conference Handbook*, and the *Bevill State Community College Personnel Handbook*, which is disseminated to all athletic personnel. An annual orientation is provided by the Athletic Director to department personnel using the manuals as a reference.

The Athletic Director, as the President’s designee, updates the *Bevill State Community College Athletic Handbook* annually. This handbook serves as a tool to outline the rights and responsibilities of student-athletes. The handbook includes the department’s mission statement, philosophy, goals and objectives, policies regarding student conduct, NJCAA/ACCC rules and regulations, Alabama State Board of Education Policy 806.02 concerning student-athlete drug testing, and the current *IPEDS Report* on student-athlete graduation rates. At the beginning of each academic year, every student-athlete attends an organizational meeting at which the handbook is reviewed.

The President exercises appropriate fiscal control over the intercollegiate athletics program by approving the yearly budget for the athletic department. In addition, the athletics program is subject to the same fiscal requirements as all other departments within the College and follows the same needs assessment and annual budget development process as seen in the Bevill State Community College *Budget Development Process*. Further fiscal control exists by requiring approval of all *athletic expenditures* by the athletic director, Vice President of External Affairs and President. Also, revenues and expenditures from athletic programs are subject to internal audit and are in accordance with NJCAA, ACCC, and Bevill State Community College policies, and Alabama state law. *Booster clubs*, designed to provide additional financial support, follow the same guidelines by seeking approval of any purchases through the Athletic Director and the booster club president (*NJCAA bylaw Article VIII, Section 3, A-C*).

***References and Supporting Documentation:***

| <b>Keyword(s)</b>                  | <b>Reference</b>   |
|------------------------------------|--|
| President                          | <a href="#">President’s Job Description</a>  |
| 203.02                             | <a href="#">State Board Policy: 203.02 President Line of Authority</a>   |
| Vice President of External Affairs | <a href="#">Vice President of External Affairs Job Description</a>   |
| Athletic Director                  | <a href="#">Athletic Director Job Description</a>  |
| Organizational chart               | <a href="#">Bevill State Community College Organizational Chart</a>  |
| Bylaws: Article II, 3.b.1          | <a href="#">Alabama Community College Conference Bylaws: Article II, 3.b.1</a>   |
| Bylaws: Article II, Section 3      | <a href="#">Alabama Community College Conference Bylaws: Article II, 3</a>   |
| Minutes                            | Minutes from Athletic Coaches Meetings: <ul style="list-style-type: none"> <li>• <a href="#">January 22, 2007</a></li> <li>• <a href="#">September 25, 2007</a></li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• October 30, 2007</li> <li>• December 10, 2007</li> <li>• February 27, 2008</li> <li>• May 22, 2008</li> <li>• August 13, 2008</li> <li>• October 6, 2008</li> <li>• December 10, 2008</li> </ul> |
| Hiring of all head coaches               | Search Committee Recommendations to President for Head Coaching Position  |
| <i>Association Handbook</i>              | <ul style="list-style-type: none"> <li>• <i>NJCAA Handbook – Select Policies in Article V</i></li> <li>• Complete Casebook Available for On-site Team</li> </ul>  |
| <i>Conference Handbook</i>               | <i>ACCC Handbook</i>  |
| <i>Personnel Handbook</i>                | <i>BSCC Personnel Handbook 2009</i>   |
| <i>Athletic Handbook</i>                 | <i>Bevill State Community College Athletic Handbook</i>   |
| 806.02                                   | State Board Policy: 806.02 Intercollegiate Athletics: Drug Testing of Student Athletes  |
| IPEDS Report                             | 2005-2006, 2006-2007, 2007-2008 Student Right to Know Graduation Rate Survey  |
| Budget Development Process               | Budget Development Process 2008   |
| Athletic expenditures                    | Purchase Order Request Approval Process   |
| Booster clubs                            | Memorandum to Booster Clubs   |
| NJCAA bylaw Article VIII, Section 3, A-C | 2008-2009 NJCAA Casebook, page 58   |