



Bevill State Community College

SACS Reaffirmation of Accreditation Compliance Certification

Governance and Administration

Comprehensive Standard 3.2.7

The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies. (**Organizational structure**)

Judgment of Compliance:

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

Rationale for Judgment of Compliance:

Bevill State Community College is compliant with comprehensive standard 3.2.7. The President is responsible for the direction, organization, and operation of the College according to the policies, procedures, and regulations of the Alabama State Board of Education. The College's [organizational chart](#) details the administrative structure of Bevill State Community College. The 2008-2009 Personnel Handbook contains the organizational charts containing position titles and reporting chains, which delineate the ultimate responsibility for the administration of policies and compliance with state and federal laws and accrediting bodies.

The educational program and associated policies are administered through three instructional divisions and the distance education division. Each instructional division (Academic, Health Sciences, and Career Technical Education) is administered by an associate dean, who is responsible for supervision and coordination of the instructional programs. The Distance Education Division is administered by the Division Chair of Distance Education, who is responsible for all aspects of the distance education programs at the College. The Dean of Instruction and Student Services is responsible for all Instructional Divisions, distance education and all Student Services functions.

The College utilizes a shared governance model utilizing standing committees. Duties and membership are found in the *Bevill State Community College [Personnel Handbook](#)*.

The President's Advisory Council is a policy-development body comprised of representatives from all areas of the College and recommends policy and procedural matters to the President's Cabinet. The President's Advisory Council consists of the following administrators:

The President is responsible to the Chancellor for the day-to-day operation of the

College. The President is responsible for operating the institution within State Board of Education policy and all applicable state and federal laws as defined by State Board Policy 203.02 ([President's Job Description and Curriculum Vita](#)).

The Vice President of Finance is responsible for the College's budget, physical plant and operations, police department, buildings and grounds, bookstore and all business office functions (Payroll, Purchasing, and Accounts Payable) ([Vice President of Finance's Job Description and Curriculum Vita](#)).

The Dean of Instruction and Student Services is responsible for all instructional divisions including academic transfer, health sciences, and career technical programs. The Dean of Instruction and Student Services also supervises the library, distance education, adult education, continuing education, mining, skills training, training for existing business and industry, Second Opportunity Systems, WIRED, WorkKeys, and workforce development. In addition, the Dean is responsible for all Student Services functions, including student services administration, student recruitment, admissions, testing and placement, student records, financial assistance/scholarship, orientation, disability services, student housing, career planning and awareness, student activities and organizations and federal TRIO programs which include Educational Talent Search, Upward Bound, and Student Support Services ([Dean of Instruction and Student Services' Job Description and Curriculum Vita](#)).

The Associate Dean of Academic Transfer is responsible for all aspects of the academic programs and libraries ([Associate Dean of Academic Transfer's Job Description and Curriculum Vita](#)).

The Associate Dean of Health Sciences is responsible for all aspects of the health science programs including the accreditation of health science programs as well as the medical continuing education ([Associate Dean of Health Sciences' Job Description and Curriculum Vita](#)).

The Associate Dean of Career Technical Education is responsible for all aspects of the career technical programs. The Associate Dean of Career Technical Education also supervises Adult Education, continuing education, mining, skills training, training for existing business and industry, Second Opportunity Systems, WIRED, WorkKeys, and workforce development. The Associate Dean of Career and Technical Education works in conjunction with the Directors of each individual program to ensure policies and procedures are consistent ([Associate Dean of Career Technical Education's Job Description and Curriculum Vita](#)).

The three Assistants to the Dean of Student Services oversee and direct all Student Services functions including student services administration, student recruitment, admissions, testing and placement, student records, financial assistance/scholarship, orientation, disability services, student housing, career planning and awareness, student activities and organizations and federal TRIO programs which include Educational Talent Search, Upward Bound, and Student Support Services. The Assistants to the Dean of Student Services work in conjunction with the Directors of Student Services from each

campus to ensure policies and procedures are consistent ([Assistant to the Dean of Student Services' Job Descriptions and Curriculum Vita](#)).

The four Campus Associate Deans are responsible for day-to-day operations of each of the College's campuses and/or instructional sites ([Campus Associate Deans' Job Descriptions and Curriculum Vita](#)).

The Athletic Director is responsible for the operation of all athletic programs and ensuring that all policies set forth by the National Junior College Athletic Association, the Alabama Community College Conference, and the College regarding athletic eligibility are strictly enforced ([Athletic Director's Job Description and Curriculum Vita](#)).

The Division Chair for Distance Education is responsible for all aspects of the distance education programs and for courses offered; moreover, he/she is chair of the President's Advisory Committee for Distance Education, which makes policy recommendations to the President's Cabinet concerning distance education at the College ([Division Chair for Distance Education's Job Description and Curriculum Vita](#)).

The Director of Computer Services is responsible for the management of all aspects of instructional technology, as well as the administrative computing support of the College. These include management of the College's computer network and providing assistance to college personnel in the use of computer and related technology ([Director of Computer Services' Job Description and Curriculum Vita](#)).

The Assistant to the Associate Dean of Academic Transfer for Library Services is responsible for directing the educational role of the library college-wide, as well as all copyright issues at the College ([Assistant to the Associate Dean of Academic Transfer for Library Services' Job Description and Curriculum Vita](#)).

The Director of Public Relations is responsible for the promotional and marketing efforts of the College. These efforts include coordinating the dissemination of public information and advertising messages to assorted media outlets and the College web site as well as producing all college publications ([Director of Public Relations' Job Description and Curriculum Vita](#)).

The Associate Director of Planning, Research, and Institutional Effectiveness is responsible for all planning, evaluations, and research functions of the College ([Associate Director of Planning, Research, and Institutional Effectiveness' Job Description and Curriculum Vita](#)).

The Director of Personnel Services is responsible for all functions of the Personnel Office, including maintenance of official personnel files and records, distribution of position announcements, receipt of applications for all employment opportunities, and dissemination of policies and procedures. In addition, the director serves as the College's grievance officer and compliance officer for Title VI and Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972 ([Director of Personnel Services' Job Description and Curriculum Vita](#)).

The Director of Institutional Advancement is responsible for the identification and development of proposals for federal, state, local and private funding sources, fundraising activities, working with community and civic leaders to benefit the College and its communities, and the oversight of the College’s website ([Director of Institutional Advancement’s Job Description and Curriculum Vita](#)).

The Director of Financial Services is responsible for all functions of the Central Business Office Unit (Payroll, Purchasing, and Accounts Payable) as well as the day-to-day management of the five college business offices and college bookstores ([Director of Financial Services’ Job Description and Curriculum Vita](#)).

The President’s Cabinet is a policy-making body that regularly evaluates the operations of the College. The cabinet functions to initiate long-range planning, budgeting, and evaluation. The cabinet consists of the President, Vice President of Finance, and the Dean of Instruction and Student Services.

References and Supporting Documentation:

Keyword(s)	Reference
Organizational chart	Bevill State Community College Organizational Chart
<i>Personnel Handbook</i>	BSCC Personnel Handbook 2009: NUMBER: B/ 1.1 College Committees
203.02	State Board Policy: 203.02 President: Line of Authority
President’s Job Description and Curriculum Vita	Job Description and CV Anne McNutt
Vice President of Finance’s Job Description and Curriculum Vita	Job Description and CV Mark Ellard
Dean of Instruction and Student Services’ Job Description and Curriculum Vita	Job Description and CV Alice Roberts
Associate Dean of Academic Transfer’s Job Description and Curriculum Vita	Job Description and CV Jerry Dollar
Associate Dean of Health Sciences’ Job Description and Curriculum Vita	Job Description and CV Patricia Reeves
Associate Dean of Career Technical Education’s Job Description and Curriculum Vita	Job Description and CV Sherie Fleming
Assistant to the Dean of Student Services’ Job Descriptions and Curriculum Vita	<ul style="list-style-type: none"> • Job Description and CV Kimberly Ennis • Job Description and CV Suzanne Bush • Job Description and CV Melissa Stowe
Campus Associate Deans’ Job Descriptions and Curriculum Vita	<ul style="list-style-type: none"> • Job Description and CV Susan Burrow • Job Description and CV Nancy Carlisle • Job Description and CV Max Weaver

	<ul style="list-style-type: none"> • Job Description and CV Penne Mott
Athletic Director's Job Description and Curriculum Vita	Job Description and CV Russell Howton
Division Chair for Distance Education's Job Description and Curriculum Vita	Job Description and CV Leslie Cummings
Director of Computer Services' Job Description and Curriculum Vita	Job Description and CV Howard Arnold
Assistant to the Associate Dean of Academic Transfer for Library Services' Job Description and Curriculum Vita	Job Description and CV Tyrone Webb
Director of Public Relations' Job Description and Curriculum Vita	Job Description and CV Sherry Terry
Associate Director of Planning, Research, and Institutional Effectiveness' Job Description and Curriculum Vita	Job Description and CV Kristi Barnett
Director of Personnel Services' Job Description and Curriculum Vita	Job Description and CV Brian Gann
Director of Institutional Advancement's Job Description and Curriculum Vita	Job Description and CV Brian Gann
Director of Financial Services' Job Description and Curriculum Vita	Job Description and CV Melissa Hanes