

GUILFORD TECHNICAL COMMUNITY COLLEGE
MANAGEMENT MANUAL
COLLEGE ORGANIZATION

I. Board of Trustees

The Board of Trustees is a body corporate with powers to enable it to acquire, hold, and transfer real and personal property; to enter into contracts; to institute and defend legal actions and suits; and to exercise such other rights and privileges as may be necessary for the management and administration of the college. The Board must act in accordance with the provisions of the Community College Laws of North Carolina (G.S. 115D) and the policies of the State Board of Community Colleges.

II. Administration

The President serves as the Chief Administrative Officer of the college, reporting directly to the Board of Trustees. The President is responsible for the administration of the total operation of the college within the policies adopted by the Board of Trustees, the State Board of Community Colleges and the General Assembly of North Carolina.

III. Organizational Structure

The organizational structure of the college is the responsibility of the President, who may adjust it as and when he or she sees fit.

Reporting directly to the President are the Executive Vice President, the Executive Assistant to the President, The Director of Organizational Development, and the GTCC Foundation.

The remaining divisions of the college report to the Executive Vice President:

Vice President for Administrative Services
Vice President for Corporate and Continuing Education
Vice President for Educational Support Services
Vice President of Instruction
Human Resources
Chief Information Officer (MIS)

- A. Vice Presidents report directly to the President or the Executive Vice President. Each is responsible for a major administrative area of the college. Responsibilities include planning, budgeting, operation and evaluation of all functions under their direction.
- B. Deans report to a Vice President or directly to the President. Deans are responsible for major divisions of the college or have a major responsibility for college policy or planning. Responsibilities include budgeting, operation and evaluation of all functions under their direction.
- C. Division Heads report to a Vice President or Dean and are responsible for planning, budgeting, operation and evaluation of a unit of the college under their direction.
- D. Department Heads report to a Division Head or a Vice President and are responsible for planning, budgeting, operation and evaluation of a unit of the college under their direction.

IV. Organizational Charts

V. Councils and Committees

- A. Councils provide communication links throughout GTCC for both information and operations. Councils meet on a regular basis.

1. President's Council

President's Council meets weekly or at the pleasure of the President. Its purpose is to provide visionary leadership, clear communication, and consistent coordination, which sets the direction for accomplishing the college mission and goals.

Members:

- President
- Executive Vice President
- Executive Assistant to the President
- Vice Presidents
- Chief Information Officer
- Executive Director, GTCC Foundation
- Director, Human Resources
- Director, Organizational Development

2. Institutional Effectiveness Council

The Institutional Effectiveness Council promotes continuous quality improvement at GTCC. It oversees the planning/budgeting process: coordinates objectives and budget requests and recommends priorities for implementation of objectives and budget requests. It also monitors and coordinates program and services reviews, and outcomes assessment. Membership on this council will be by a 2-year term, and the terms of members shall be staggered to allow for continuing expertise from year to year.

Members:

- President
- President's Council
- Dean, Business and Industry Programs
- Dean, Greensboro Campus
- Dean, High Point Campus
- Dean, Learning Resources Center
- Director of Institutional Research and Planning
- Faculty Association president
- Staff Association representatives (2, one exempt, one classified)
- Division chairs (2, rotating)
- Faculty representatives (14, two per division)
- Administrative Services, two representatives
- Student Services, two representatives
- Student Government Association representative

Other individuals or groups may present objectives and budget requests to the Council as appropriate.

B. Standing Committees

College standing committees are formed to address specific areas of interest to the college community. Memberships are set for each committee according to the committee's scope/impact and the expertise needed, also taking into account employees' assigned duties and individual interests. Committees provide advisory recommendations to designated administrative officers; recommendations may involve the initiation of or modification to college philosophy, procedures, practices, or Board policies.

Membership on committees is determined by the President on the advice of the Vice Presidents (or the Faculty and Staff Association Presidents, as indicated). The primary criteria shall be to insure that (1) each committee has the expertise required, (2) each committee is representative of all college groups with a direct interest in its area of responsibility, (3) each committee is diverse as to race, gender and ethnicity. The President and Vice Presidents shall consider nominations from interested groups and self-nominations when selecting the committee. The membership of each committee shall be publicized to the campus community and shall be available in the President's office.

Meetings are convened by the administrative officer or the chair of the committee. Copies of the minutes of each meeting, including those in attendance, and an annual summary of committee activities and/or recommendations and member participation are forwarded to the President and Vice Presidents for review. Participation on a committee to which an employee is assigned is considered part of the job duties, and shall be considered in personnel evaluation.

The following summary provides the administrative officer(s) responsible for each standing committee, membership (by position or function), and purpose of the committee.

1. Continuing Education Instructional Committee – Vice President for Corporate and Continuing Education

The role of the Continuing Education Instructional Committee (CEIC) is to provide oversight and direction in the planning, content, classification, marketing, fee schedules, and evaluation of continuing education course offerings. The committee must approve new course offerings and adjunct faculty pay/course rates. This committee may appoint and direct the activities of any subcommittees it deems necessary to carry out its mission, and request reports, as needed. The CEIC will meet monthly.

Membership of the Continuing Education Instructional Committee:

Vice President of Corporate & Continuing Education
Dean , Greensboro Campus
Dean , High Point Campus
Dean, Business and Industry Programs
Representative of Occupational Extension operated by Curriculum Areas, to be designated by the Chief Academic Officer

2. Curriculum Committee - Chief Academic Officer

The role of the Curriculum Committee is to ensure the integrity and consistency of curricula through review of all proposals for the following: new programs, new courses and changes to existing programs including adding/deleting courses, modifying pre- and co-requisites or fourth sentences of course descriptions, adding to the elective list or modifying semester layout.

The committee also makes recommendations for the establishment or revision of college policies on academic standards. Its objectives are to assure that changes are educationally sound, to avoid unnecessary duplication of effort, and to reflect the constructive advice of a cross section of faculty, staff, and administration in its recommendations. While the committee seeks input from staff and faculty on curriculum issues, in accordance with the SACS Comprehensive Standard that “The Institution places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty”, only faculty members have voting authority.

Membership of the Curriculum Committee:

Voting Members:

- 4 Faculty Representatives, Arts & Sciences Division
- 2 Faculty Representatives, Public Services Technologies
- 2 Faculty Representatives, Business Technologies Division
- 2 Faculty Representatives, ICET Division
- 2 Faculty Representatives, Health Sciences
- 2 Faculty Representatives, Transportation Division
- Faculty Representative, Greensboro Campus
- Faculty Representative, High Point Campus

Non-Voting Members:

- Coordinator of Academic Advising
- Division Chair, Arts & Sciences
- Division Chair, Public Services Technologies
- Division Chair, Business Technologies
- Division Chair, Industrial, Construction, & Engineering Technologies
- Division Chair, Health Sciences
- Division Chair, Transportation
- 3 Student Services Division Representatives
- Continuing Education Representative
- Learning Resources Center Representative
- Curriculum Technician
- Director Financial Aid
- 2 Student Government Association Representatives

3. Diversity Committee – Director of Human Resources

This committee will foster an awareness of the diversity present at Guilford Technical Community College and to plan ways this diversity can be nurtured, valued, and respected to the advantage of the individuals themselves, GTCC, and the community. It will assist in administration and monitoring of the Affirmative Action Plan and in professional development of personnel in regard to affirmative action.

Members:

Faculty Association representative
Faculty representatives (4)
Staff Association representatives (2, one exempt, one classified)
Staff representatives (2)
Classified Employee representatives (3)
Student Government Association representatives (3)
Professional Development representative
High Point or Greensboro Campus representative (rotate)
Director of Financial Aid or representative
Student Services representatives (2)
Educational Support Services representatives (2)
Human Resources representative
Administrative Services representative
Non-voting representatives (up to 5)

4. Faculty Credentials Review Committee – Vice President for Instruction (Administrator)

The Faculty Credentials Review Committee will:

- ∞ Establish plans with timelines for full-time faculty to come into SACS compliance.
- ∞ Provide guidance to faculty and supervisors in construction of acceptable portfolios for alternate credentialing.
- ∞ Conduct periodic audits of part time faculty credentials/licensures for SACS requirements.

The Vice President of Instruction will appoint seven members, who will serve two-year terms, with the exception of the Human Resources Office representative, who will serve by virtue of position. However, when the committee is initially appointed, half the remaining members will be appointed to serve a three-year term to provide for continuity.

All members shall be full time regular employees; faculty members serving on the committee will be in compliance with existing SACS standards and will have been employed by the college for three years or more.

Members:

One representative from each academic division, including two division chairs, two department chairs, and two faculty members
One representative of the Human Resources Department.

5. Information Technology Committee - Vice President of Instruction and Chief Information Officer

This committee will assist the college in staying abreast of state-of-the-art information technologies and coordinate the implementation of the current Technology Plan. The committee will make recommendations to the President's Council concerning information technology directions for the college.

Specifically, the committee will:

- ∞ Communicate to the President's Council the college's needs in the area of information technology.

- ∞ Act as an advisory group to the President's Council for policy and procedures relating to the application of information technology.
- ∞ Review and rank the information technology-related planning objectives, to evaluate them relative to the adopted compatibility standards, and to recommend any appropriate ways to modify these objectives which would lead to more efficient and effective use of all resources (facilities, equipment, software, and personnel).
- ∞ Recommend pertinent training in information technology for faculty and staff.
- ∞ Periodically survey, through the use of advisory committees, employer follow-up, the computer technology resources of local business and industry to determine if the college is providing adequate training for its graduates and retraining for current business and industry employees.
- ∞ Encourage continuous improvement and innovation in the use of technology in the learning process.
- ∞ Monitor progress and update the 1997 Technology Plan.
- ∞ Set computer hardware and software standards.
- ∞ Oversee on-going enhancements to the telephone registration system.
- ∞ Review modifications to the campus network and telephone system.
- ∞ Review information technology-related budget requests.
- ∞ Review use of the NCIH classrooms.
- ∞ Review Internet implementation efforts.
- ∞ Provide a written report to the president annually about the college's technology plan. This report will become part of the college's Institutional Effectiveness Plan.

Members:

- Faculty Association representative
- Staff Association representatives (2, one exempt, one classified)
- Faculty representatives (4)
- Curriculum Department Chairs (4)
- Student Services representatives (2)
- Business and Industry representative
- MIS Chief Information Officer
- Administrative Services representative (2)
- Greensboro Campus representative
- High Point Campus representative
- Learning Resource Center representative
- Human Resources representative
- Director, Institutional Research and Planning
- Webmaster

6. Learning Evidence Committee

This committee will focus on analysis of evidence that learning outcomes are systematically identified and progress on achieving them assessed. It will monitor improvements made as a result of those assessments. The Learning Evidence Committee will review data collected by the college in a variety of ways. Its work will be supported by a “Data Source Team” charged with working out sound processes for collection of relevant data. It will submit its analysis to the Academic Team and the President’s Council.

Members:

Director, Institutional Research and Planning
Division Chairs (2)
Faculty (8)
Registrar
Director, Admissions
Dean, Student Support Services or designee
Director, Financial Aid or designee
Director, Counseling Services or designee
Chief Information Officer (MIS)
Continuing Education Representative
Basic Skills Representative (2)
Administrative Services Representative
Administrative Officers: Vice President for Instruction, Vice President for Educational Support Services

7. Professional Development - Dean of the Learning Resource Center

This committee will promote excellence through a professional development program for full-time and part-time faculty, staff, and administrators.

Members:

Faculty representatives (3)
Faculty Association representative
Staff Association representatives (2, one exempt, one classified)
Administrative Services representative
Literacy representative
Occupational Extension representative
Student Services representative
High Point Campus representative
Greensboro Campus representative
At-large Members from the college community (3)

8. Risk Management/Health & Safety Committee - Chief, Campus Police & Safety Coordinator

This committee will review and monitor the College's compliance with the American with Disabilities Act (ADA), OSHA requirements, and other local, state, and federal health and safety regulations.

Members:

Director of Dental Science or representative
Surgical Technology representative
Children's Center representative
Medical Assisting representative
Nursing Education Options representative
EMS/EMT representative
VP, Educational Support Services or representative
Director of Maintenance or representative
Human Resource representative
Division Chair, Health Sciences
Faculty representatives (2)
Faculty representative, Aviation Center
Greensboro Campus representative
High Point Campus representative
Department Chair, Physical Sciences
Director of Disability Access Services
Administrative Services representative

9. Student Success Action Committee

This committee will focus on college policies, procedures, and processes that support student learning. It will regularly review and recommend changes in policies, procedures, and processes that affect access to the college and its programs; retention in courses; persistence from term to term, year to year, and to program completion; and attainment of student goals and identified competencies.

Members:

Vice President of Instruction
Vice President, Educational Support Services
Vice President, Corporate and Continuing Education or designee
Vice President, Administrative Services or designee
Faculty Association Representative (2)
Staff Association Representative (exempt)
Staff Association Representative (classified)
Division Chair (2)
Faculty Representatives (4)
Dean, Enrollment Services
Dean, Student Support Services
Finance Office Representative
Director, Admissions or designee
Director, Financial Aid or designee
Director, Counseling Services or designee
Coordinator, Academic Advising
Continuing Education Registrar
Basic Skills Representatives (2)
Dean, High Point Campus or representative
Dean, Greensboro Campus or representative
MIS Chief Information Officer
Student Government Association Representative

C. Appeals, Review and Hearings Committees

1. Disciplinary Review Committee – Dean, Student Support Services

This committee will hear appeals of the decisions of the Disciplinary Officer. The committee is further described in the Student Conduct Policy (III-2.010).

Members:

Administrator, appointed by the VP, Educational Support Services, who shall serve as Chair of the committee
Faculty (3), appointed by the Vice President Instruction
Staff (2), appointed by the President
Students (3), appointed by the Student Government Association with the approval of the VP, Educational Support Services
The Disciplinary Officer, ex officio, non-voting

2. Employee Relations Committee – Director of Human Resources

This committee will provide members for committees to hear employee grievances, and to conduct hearings pursuant to the Due Process policy. The committee will meet at the beginning of Fall semester to elect a Chair and Vice Chair and to receive an orientation as to the responsibilities of the committee. Upon the request of the President, the Chair of the committee will designate members from the committee to conduct hearings of employee grievances, as provided in the Grievance Policy (IV-4.030) and the Due Process Policy (IV-1.053).

Members:

Faculty Association representatives (3)
Classified Employees representatives (3)
Administrative/Administrative Support representatives (3)
Staff Association Representatives (3)

3. Grievance Advisory Committee -- Chief Disciplinary Officer

This committee will review appeals from students under the Student Grievance Policy (III-2.013). The committee will review the issues presented in student grievances and provide a written recommendation with appropriate rationale to the Vice President/Dean.

Members:

Chief Disciplinary Officer, who shall Chair the committee
Faculty Association representative
Staff Association representatives (2, one exempt, one classified)
Student Government Association representative
Civil Rights representative, appointed by the Vice President for Educational Support Services

4. Traffic Appeals Committee – Director of Human Resources

This committee will serve as a hearing body for students and employees who wish to appeal traffic citations issued by GTCC security officers. The committee will have final authority in upholding or rescinding traffic citations.

Members:

Administrative Services representative
Faculty Association representative
Staff Association representatives (2, one exempt, one classified)
Student Government Association representatives (2)
Faculty representative

D. Specific Purpose Committees

Specific purpose committees are formed to plan and prepare for single annual events or projects, or to oversee limited, specialized functions. Memberships are set for each committee according to the committee's scope/impact, the expertise needed, and employees' interests. Committees plan all aspects of the annual event or project, including, but not limited to such issues as site, procedures to be followed, timeframe, invitees, honorees, etc., as appropriate to the specific event/project. Recommendations are subject to the approval of the assigned administrative officer and the President of the college.

Membership on specific committees is determined by the President after consideration of the roster of names submitted by the assigned administrative officer. The primary criteria shall be to insure that (1) each committee has the expertise required, (2) each committee is representative of all college groups with a direct interest in its area of responsibility, (3) each committee is diverse as to race, gender and ethnicity. The membership of each committee shall be publicized to the campus community and shall be available in the President's office.

Meetings are convened by the administrative officer or the chair of the committee. Copies of the minutes of each meeting and an annual summary of committee activities and/or recommendations are forwarded to the President and Vice Presidents for review. The following describes the purpose of each specific purpose committee, and lists the administrative officer responsible.

1. Calendar Committee - Vice President of Instruction
This committee plans the annual academic calendar for the college.
2. Graduation Committee – Vice President for Educational Support Services
The purpose of this committee is to plan the annual graduation celebration.
3. Employee of the Month Selection Committee – Administrative Officer: Director of Human Resources
Representing a cross-section of the staff and faculty, this committee will determine a selection process, review nominations, and select an employee of the month.
4. Scholarship Committee – Vice President for Educational Support Services
This committee selects eligible recipients and alternates for GTCC Foundation, state, and outside funded scholarships from a list of nominees compiled by the Scholarship Coordinator.
5. Registration Committee – Vice President for Educational Support Services
This committee works out the registration and schedule adjustment processes and calendar for each term for approval by the President's Council. It acts as a problem-

solving group during registration and schedule adjustment.

6. Student Honors/Recognition Committee - Vice President of Instruction
This committee's purpose is to identify and organize an annual program to recognize outstanding academic and leadership achievement among GTCC students.

- E. Ad Hoc Committees are formed for a single task or project. These committees have a definite life span and dissolve when the task or project is complete. Such committees may have short or long duration, large or small memberships, large or narrow scope. Examples include BQT project teams, the Self-Study Committee, or committees formed to study college issues. Ad Hoc committees make recommendations to college administrators or to standing committees.

Ad Hoc Committees may be named by the President, Vice Presidents or administrative officers of standing committees. Membership should be determined to insure that the committee has the expertise needed, is representative of those areas of the college directly affected by the issue being studied, and to the extent practical, has racial, ethnic and gender diversity.

Staff meetings and work unit meetings are conducted on a regular basis within divisions or departments of the college and are concerned with the functioning of the specific work unit. These groups may be referred to as "council" or "committee". These groups are official college committees or councils, but, due to their specificity to the work unit and its day to day operation, for the purposes of this manual, they are not listed.

REV 12/97
08/98
08/99
01/01
04/03
07/03
10/03
03/04
08/04
01/07
05/07