

## **SECTION 200: LOCAL ADMINISTRATION AND ORGANIZATIONAL STRUCTURE**

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## 201: College Calendar

Source: BOT 201.01

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All colleges shall operate on the semester system. Exceptions must be approved by the Chancellor. College calendars may be developed on the local level provided the following minimum requirements are met:

- The academic year (fall and spring semesters) instructional calendar shall include 175 days.
- The summer term shall include 54 days.
- The fall and spring semesters shall each contain a minimum of 78 instructional days. A minimum of three examination days per semester (fall and spring) may be counted as instructional days.
- The summer term shall include a minimum of 50 instructional days. A minimum of two examination days may be counted as instructional days.
- The scholastic year (fall and spring) shall include: 175 duty days 156 of which must be instructional days.
- The summer term shall include: 54 duty days, 50 of which must be instructional days.
- At least one registration day is required per term.
- The calendar shall include a minimum of two and a maximum of five drop/add days per term for fall and spring and a maximum of two days for the summer term.
- The remaining (non-instructional) days shall be used for registration, final examinations, professional development, and faculty workdays.
- The fall semester must begin in August and end in December. Spring semester must begin in January and end in May.
- The fall semester will include two days of statewide professional development. A minimum of two local professional development days are required for the year.
- Days that the College is officially open are duty days for all full-time non-instructional personnel.
- Approved calendars are located on the College website. Changes in the Academic Calendar may be made without prior notice. Check the website for updated information.

## 202: Advisory Committees

Source: BOT 202.01

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The President of each college may appoint advisory committees to assist in planning programs to meet the needs of the community(ies) served by the college and of the state.

## 203: College Committees

# Bishop State Community College

## INSTITUTIONAL PLANNING COMMITTEE

as of: 8/10/2018

**2018-2019 Academic Year**

### EXECUTIVE COUNCIL

This Council constitutes the major decision-making body of the Institution. Policies and procedures goals and objectives, are formulated, reviewed and revised if necessary. Decisions of the Executive Council, regarding the total operation of the College are based upon the governance policies of the Alabama Community College System and the System's Board of Trustees, the various Institutional Planning and ad hoc committees and data provided through various surveys and questionnaires conducted throughout the College and community by the Division of Institutional Research and Development.

#### **Dr. Reginald Sykes, President - Chairperson**

Ms. Gloria Sterling, **Recorder**

Dr. Terry Hazzard

Mr. LaKeith Miller

Ms. Ann Clanton

Mr. Karl Henry

Mr. Roderick McSwain

Ms. Madeline Stokes

Mr. Wilbert Bryant

### STRATEGIC PLANNING COMMITTEE

**(Formed From the Chair of each Committee Team and other Appointed Faculty/Staff)**

This Committee is responsible for reviewing the institutional purpose, conducting institutional studies, coordinating program reviews, developing effectiveness measures, coordinating the gathering of data for the Institutional Management Plan (long-range plan) and annual Strategic and Operational Plan and Implementation Schedule for the purpose of making recommendation to the President subject to governance, regulatory and accreditation authorities. This Committee reports to the President.

#### **Ms. Ann Clanton, Vice President of Operations – Chairperson**

**Mr. Roderick McSwain, Interim Dean of Academic Services – Co-Chair**

Research & Development/QEP, **Recorder**

Ms. Lillie Wright, **Co-Recorder**

All Chairpersons from the Institutional Planning Committees (Non Ad Hoc) and the following appointed persons:

Mr. Ronald Davis

Chief Lloyd Washington

Mr. Trenton Eager

Dr. Katherine Malone

Ms. Erica Hunter

Dr. Victoria Perry

Mr. Terry Moore

Dr. Reginald Crenshaw

Mr. Robert McWilliams

Mr. Philip Urbanek

Ms. Courtney Steele

Ms. Cassie Boatwright

Mr. Wilbert Bryant

Dr. Sylvester Hackworth

Dr. Adrian Evans

Dr. Jacqueline Smith

Dr. Terry Hazzard

Ms. Chante Hendrix

Ms. Mirian Powell

Mr. Claude Bumpers

## **HUMAN RESOURCES RELATIONS COMMITTEE**

### **Ms. Kenya Parrish-Onukwuli – Chairperson**

Ms. Tonya Banks - Recorder

Ms. Ann Clanton

Mr. Theodore Labay

Dr. Kit Nast

Ms. Frances Beech

Mr. Roderick McSwain

## **FINANCIAL AID ADMISSION & BUSINESS OFFICE (FAAB) PLANNING COMMITTEE**

This Committee serves as an advisory board for financial aid assistance programs the admissions process and the related business office activities associated with the financial and admissions process. This Committee is responsible for evaluating regularly the admission policies for all campuses, and for reviewing registration procedures and policies as well. The Committee reports to the Executive Council with the following specific functions:

- To review and approve recommendations for changes in financial aid, admissions, and business office policies and procedures, when needed.
- To monitor and oversee financial aid activities at the College.

### **Mr. Philip Urbanek, Registrar - Chairperson**

Ms. Tonya Banks Crandle, Recorder

Ms. Yvonne Foster

Mrs. Mamie Giles

Mr. LaKeith Miller

Dr. Samuel “Chuks” Chukwuemeka

Ms. Daphne Stamps

Ms. Vera Figures

## **STUDENT SERVICES PLANNING COMMITTEE**

This Committee will spearhead the efforts of the College to provide comprehensive student activities that consist of peer tutoring, paraprofessional tutoring and counseling, providing advice about financial aid sources, developing support services for students with special needs and to review and makes recommendations to the Dean of Students in special cases for students applying for admission or re-admission to the College for reasons of scholastic deficiency or for inappropriate conduct. This Committee serves as the coordinating body for planning and implementing student activities for the entire year. The Committee is directly responsible to the Dean of Students.

### **Dr. Victoria Perry, Chairperson**

Ms. LaTanya Council, Recorder

Ms. Chante Hendrix

Mr. Cecil Lovett

Ms. LaSonja Carver-Eaton

Ms. Gloria Murphy

Ms. Karen Payne-Taylor

Mr. Terry Moore

Mr. Justin Cooley

Ms. Marsha Mickles

Dr. Terry Hazzard

Mr. Alvin Dumas

## **ATHLETICS COMMITTEE**

This Committee, in consultation with the Athletic Director, is responsible for developing goals and objectives for the intercollegiate athletics program and ensuring that the program is in harmony with and supportive of the purpose of the institution. The committee monitors compliance with academic, admission and financial policies, and under the guidance of the college administration, is further responsible for regularly and systematically evaluating the athletics program. The committee is also responsible for developing plans for increasing support of the College family and the community for the College's athletics programs. This Committee reports to the Executive Council.

### **Mr. Trenton Eager, Athletics Director, Chairperson**

Ms. Samantha McDonald, **Recorder**

Ms. Celeste Patrick

Mr. Keith Locke

Mr. Theodore Labay

Ms. Madelyn Stokes

Dr. Terry Hazzard

Mr. Michael Poellnitz

Mr. Claude Bumpers

Ms. Sheria Mitchell

Dr. Reginald Crenshaw

Mr. Leon Jackson

Two (2) Student Athletics Representatives appointed by each Instructional Dean

## **CURRICULUM COMMITTEE**

This Committee acts as an advisory Committee to the Academic Dean and Technical Dean. The Committee is responsible for: (1) periodic review of all existing academic programs and courses offered by the College; and (2) review of all new and/or proposed programs and courses to be offered by the College. Recommendations are to be submitted to the Academic Dean and Technical Dean in writing.

### **Dr. Jacqueline Smith, Chairperson**

Ms. Lachan Rogers, **Co-Chair**

Mr. Claude Bumpers

Mr. Hudson McGallagher

Ms. Elizabeth Schlosser

Ms. Tracy Driscoll

Ms. Simone Mosley

Mr. Lyle Coleman

## **GENERAL EDUCATION ASSESSMENT TEAM (GEAT) COMMITTEE**

Formed in Spring 2008 to implement a process for assessing college-wide learning outcomes that all BSCC associate degree graduates would be expected to achieve.

### **Dr. Adrian Evans - Chairperson**

Dr. Katherine Malone

Mr. Theodore Labay

Dr. Kit Nast

Mr. Robert McWilliams

Mr. Roderick McSwain

## TECHNICAL EDUCATION ASSESSMENT TEAM (TEAT) COMMITTEE

Formed as a student learning outcome initiative to identify technical education and program learning outcomes for all courses.

### Mr. Wilbert Bryant – Chairperson

Ida Watson-Pines, **Recorder**

Mr. Terry Moore

Ms. Lachan Rogers

Chef Gabrielle Wilson

Mr. Wade Dickerson

## EMERGENCY MANAGEMENT COMMITTEE

Under the administrative direction of Bishop State Community College's President, the Emergency Management Team is responsible for developing a comprehensive emergency management plan; and directing, coordinating and identifying the roles and responsibilities of the College's management personnel during emergencies.

The team will ensure that Bishop State responds to identified emergencies in a safe, effective, and timely manner in accomplishing the following priorities: (1) Protection of Human Life, (2) Support of Health & Safety Services, (3) Protection of College Assets, (4) Maintenance of College Services, (5) Assessment of Damages, and (6) Restoration of general Campus Operations. This Committee has the responsibility for enabling the College to maintain a healthy, secure and educational environment for the students, faculty, staff and visitors on all campuses. The Committee will prepare a comprehensive Emergency Management plan for all campuses that will give special attention to the provision and use of adequate safety equipment and other hazardous areas; to the modification of buildings in order to provide easy egress in the event of fire or other emergency and to developing and familiarizing all building occupants with emergency evacuation procedures.

### Ms. Courtney Steele-Chairperson

Ms. Jeri Wilson, **Recorder**

Mrs. Cassie Boatwright

Mr. Kelly, Jacques C.

Chief Lloyd Washington

Mr. Dumas, Alvin

Ms. Priscilla Andrews

Mr. Lewis, Prinic

Mrs. Madeline Stokes

Mr. Prendis Sullivan

Mr. Timothy Milton

## INFORMATION TECHNOLOGY COMMITTEE

This Committee will advise the College on Information Technology issues related to, but not limited to the following: strategic direction and planning of the College's IT resources; investment priorities; organizational forms; and operational standards and policies required to insure coherent institutional use of computing, telecommunication, and information resources in a technologically heterogeneous environment.

### **Ms. Mirian Powell-Chairperson**

Mr. Karl Henry  
Mr. Lyle Coleman  
Mr. Kamon Durry

Ms. Frances Beech  
Mr. Ron Davis

Mr. Earl Purifoy  
Mr. Billy Mayhand

## FACULTY & STAFF PROFESSIONAL DEVELOPMENT COMMITTEE

The Committee is responsible for developing professional development activities for the faculty and staff. The Committee makes and receives suggestions from administrators, faculty and staff for professional development activities, develops schedule of intra-college professional development activities, and recommends faculty and staff for professional development activities in and out of state. The Committee conducts formative and summative evaluation of professional development activities.

### **Mr. Roderick McSwain, Interim Dean of Academic Services - Chairperson**

### **Mr. Robert McWilliams, Coordinator of Teaching & Learning Ctr., Co-Chair**

Ms. Celeste Patrick, **Recorder**

Dr. Victoria Perry  
Ms. Ann Clanton  
Ms. Terri Wallace

Mrs. Linda Fantroy  
Ms. Lillie Wright

Ms. Darlene Laffite  
Ms. Miranda Crawford

## MULTI-CAMPUS FACILITIES MASTER PLANNING COMMITTEE

This Committee has responsibility for the planning of necessary modification and renovation of present facilities for all of the campuses and reports to the College President and Business Manager. The Committee, under the supervision of the Business Manager, will also develop a plan for the upkeep of the property of the College, the routine maintenance, preventive maintenance and where appropriate, deferred maintenance of buildings of grounds, and equipment and grounds. The plan will be maintained annually and will include in the institutional management plan the schedule of maintenance project to be performed.

### **Chairperson Ms. Cassie Boatwright**

Ms. Tonya Banks Crandle, **Recorder**  
Ms. Wilson, Jeri  
Mr. Higginbotham, Mitchell  
Mr. Billy Mayhand

Mr. Roderick McSwain  
Mrs. Madeline Stokes  
Mr. Jack Kelly  
Ms. April Payne

Mr. Adam Merkle  
Mr. LaKeith Miller  
Dr. Reginald Crenshaw  
Ms. Daphne Stamps

## QUALITY ENHANCEMENT PLANNING COMMITTEE

The purpose of the Committee is to review and determine the effectiveness of the Colleges' Orientation activities. This Committee is also responsible for ensuring that this orientation program encompass components necessary for students to make a smooth transition into college life.

### **Dr. Terry Hazzard, Chairperson**

Mr. Anthony Carter  
Dr. Victoria Perry  
Mr. Philip Urbanek

Dr. Sylvester Hackworth  
Dr. Malone, Katherine  
Ms. Sheria Mitchell  
Ms. Crishan Watson

Ms. Foster, Yvonne  
Mr. Roderick McSwain  
Mr. Earl Purifoy  
Dr. Reginald Crenshaw

## RETENTION/RECRUITMENT COMMITTEE

This Committee is responsible for developing and implementing retention and recruitment plans and activities for the year. The Committee is responsible for communicating these plans for activities to all college faculty and staff members and may assign or designate any faculty or staff person for specific recruiting activities. Retention and recruiting at bishop State Community College is the responsibility of all full and part-time employees; however this committee will ascertain that its recruiting and retention activities and materials accurately and truthfully portray the institution. This Committee reports to the Executive Council.

### **Ms. Chante Hendrix -Chairperson**

Ms. Monica Payne, **Recorder**  
Mr. Philip Urbanek  
Ms. Yvonne Foster  
Mr. Ted Labay  
Ms. Andretta Taylor

Mr. DeMarkus Boykin  
Ms. Emma Davidson  
Dr. Terry Hazzard  
Mr. Akareem Spears  
Dr. Lashondra Robinson

Mr. Jason Corley  
Dr. Kim Smith  
Mr. Mitchell Higginbotham  
Ms. Daphne Stamps

## AD HOC COMMITTEES

**These committees are premeditated as necessary to address the needs of the College and are not a part of the Institutional Planning Committee Strategic Planning process**

## CALENDAR COMMITTEE

### **Mr. Philip Urbanek-Chairperson**

Ms. Priscilla Andrews,  
Mr. LaKeith Miller  
Ms. Mamie Giles  
Mr. Roderick McSwain  
Mr. Cecil Lovett

Ms. Karen Taylor,  
Ms. Marquita Lyons  
Mr. Karl Henry  
Ms. Madeline Stokes  
Dr. Victoria Perry

Dr. Terry Hazzard  
Ms. Lydia Host  
Ms. Amber Snell  
Dr. Samuel "Chuks" Chukwuemeka



## **POLICIES AND PROCEDURES REVIEW COMMITTEE**

This Committee compiles, updates and prepares the POLICIES AND PROCEDURES MANUAL for publication. This Handbook includes policies and procedures set forth by the Alabama Community College System Board of Trustees as well as consistent local institutional policies and procedures that are necessary for the operation of the College. This Committee is directly responsible to the President of the College.

**Ms. Ann Clanton, Vice President of Operations, Chair**

**Ms. Kenya Parrish-Onukwuli, Director of Human Resources, Co-Chair**

**Mr. Earl Purifoy, Recorder**

Mr. Ted Labay

Mr. Justin Cooley

Ms. Yolanda McNeil

Dr. Kit Nast

Mr. Akareem Spears

Dean LaKeith Miller

Mr. Jason Corley

Mr. Claude Bumpers

Ms. April Payne

Ms. Frances Beech

Ms. Julie King

Ms. Mirian Powell

## **STUDENT HANDBOOK COMMITTEE**

This Committee compiles updates and prepares the Student Handbook for publication. This handbook should include all important information about the College, its history, academic offerings, financial and scholarships, supporting services, facilities, policies and procedures, and rules and regulations governing student conduct and behavior. The Committee is directly responsible to the Dean of Students.

**Dr. Terry Hazzard - Chairperson**

Ms. Annette Brown

Mr. Justin Cooley

Dr. Adrian Evans

Dr. Tammy Dennis

Ms. Michelin Williams

## **LIBRARY COMMITTEE**

This Committee shall serve as a liaison among students, faculty/staff, and the Community in order to provide appropriate and adequate services to the College's constituents. This Committee is responsible to the Academic Dean and Technical Dean.

**Ms. Marsha Mickles, Librarian-Chairperson**

Ms. Mary Miller

Ms. Megan McCovey

Ms. Lydia Hollins

Ms. Alethea Phifer

## SCHOLARSHIP COMMITTEE

This Committee reviews all applicants for academic scholarships and makes recommendations to the President. The Committee is also responsible for securing additional scholarship and/or fellowship funds. This Committee reports to the Dean of Students and to the President.

### **Dr. Victory Perry, Counselor-Chairperson**

Ms. Michelin Williams, **Recorder**

Ms. Mary Hudson

Mr. Karl Henry

Mr. Trent Eager

Ms. Vera Figures

Ms. Daphne Stamps

Mr. Johnny Shelwood

Mr. James Hattenstein

Ms. Kyana King

Ms. Ida Pines

Ms. Samantha McDonald

Ms. Tonya Banks

## **204: College Organization**

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Bishop State Community College is organized and administrated under policies of the Alabama Community College System Board of Trustees. The Board is responsible for the management, control, administration and supervision of all public two-year colleges in Alabama, but it has delegated most administrative and supervisory responsibilities to the Chancellor of the Alabama Community College System and, through the Chancellor, to the President of each community college.

## 205: Organizational Charts

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Bishop State Community College is organized under the following organizational units:

- A) President
  - 1) Vice President of Operations
  - 2) Human Resources
  - 3) Communications
  - 4) Workforce Development
    - a) Adult Education
    - b) Career Coach
- B) Vice President of Operations
  - 1) Dean of Business and Finance
  - 2) Dean of Academic Services
  - 3) Dean of Career Technical Education
  - 4) Dean of Student Services
  - 5) Financial Aid Manager
  - 6) IT Services
- C) Dean of Business and Finance
  - 1) Facilities and Maintenance
  - 2) Federal Programs
  - 3) Purchasing
  - 4) Accounting
  - 5) Payroll
  - 6) Security
- D) Dean of Academic Services
  - 1) Physical Therapy Assistance
  - 2) Nursing
  - 3) Division of Business/Economics/HIT/Natural Science
  - 4) Division of Humanities
  - 5) Division of Mathematics
  - 6) Division of Social Sciences
  - 7) Learning Assistance Center
  - 8) Instructional Design
  - 9) Library Services
  - 10) Research and Development
- E) Dean of Career and Technical Education
  - 1) Carver Campus Director
  - 2) Transportation Division
  - 3) Engineering Technology Division
  - 4) Construction Technology Division
  - 5) Human Services Division
- F) Dean of Students
  - 1) Registrar/Admissions
  - 2) Counselors
  - 3) Student Activities
  - 4) ADA Advisor
  - 5) Student Services Specialist
  - 6) Recruiters
  - 7) Enrollment Specialist
  - 8) Athletics

\*See Forms and Appendixes for Comprehensive Organizational Charts

## 206: Appointment of Faculty and Staff

Source: BOT 204.01, Code of Alabama Section 16-60-111.7

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- 1) The President is authorized by the Alabama Community College System Board of Trustees to appoint all faculty and staff at the local level.
- 2) The President is directed to obtain prior approval from the Chancellor for all dean-level administrators or vice-presidents whom the President intends to appoint at the institution.
- 3) The President shall provide the Chancellor with the name and the curriculum vitae of all dean-level administrators or vice-presidents whom the President intends to appoint at the institution.

## 207: Position Announcements Professional Faculty and Staff

Source: BOT 207.01

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- 1) Presidents will forward to the Chancellor or his or her designee within the Alabama Community College System one copy of each announcement for each professional faculty or staff (employees on salary schedules B, C, and D) position vacancy.
- 2) The following statement must appear on each application form and should appear on the position announcements distributed by the institution:

*“Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees.”*

## 208: Policies

Source: BOT 210.01

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Local policies must be in accordance with established Alabama Community College System Board of Trustees policies, Chancellor’s regulations or guidelines, federal and state statutes, and appropriate judicial directions. These local policies should be included in the appropriate institutional documents.