

Personnel Handbook/Policy Manual

II. ORGANIZATION AND ADMINISTRATION

II. A. THE ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

Northwest-Shoals Community College is a two-year public institution of higher education operating under the Alabama Community College System (ACCS) Board of Trustees. The Alabama Community College System consists of 21 comprehensive community colleges and four technical colleges; Marion Military Institute, one of five junior military colleges in the nation; and extensive workforce development initiatives, including AIDT and the Alabama Technology Network.

The Board of Trustees is composed of the Governor, members appointed from seven districts, with one state-wide member, and an ex-officio liaison from the State Board of Education. The Governor is president of the Board of Trustees.

For the purpose of assisting the ACCS Board of Trustees in carrying out its authority and responsibilities for each of the colleges, the ACCS Board appoints a Chancellor who also serves as Chief Executive Officer of the Alabama Community College System. The Chancellor serves at the pleasure of the ACCS Board of Trustees, but it is customary for the Chancellor to have a three-year contract.

The Presidents of the two-year colleges are responsible to the Chancellor.

ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

Governor Kay Ivey..... President

Department of Postsecondary Education

Chancellor..... Mr. Jimmy Baker
135 South Union Street
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Board Members

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307 Hand Avenue
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Ex-officio Member Mr. Jeffery Newman
Post Office Box 266
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Newmanjef@hotmail.com

II.B. NORTHWEST-SHOALS COMMUNITY COLLEGE ADMINISTRATION

President..... Humphrey Lee
Ed.D., M.A., B.S., University of Alabama

Vice President..... Glenda Colagross
Ed.D., University of Alabama
M.A., B.S., University of North Alabama

Associate Dean of Instructional Programs..... Timmy James
Ph.D., University of Alabama
M.B.A., B.S., University of North Alabama

Associate Dean of Workforce Development..... Rose Jones
M.S., Auburn University
B.S., Auburn University

Associate Dean of Institutional Effectiveness, Distance Education, and Development..... John McIntosh
M.S., University of Southern Mississippi
B.S., University of North Alabama

Assistant Dean of Recruitment, Admissions and Financial Aid..... Tom Carter
M.A., University of North Alabama
B.S., Athens State College

Assistant Dean of Student Success..... Crystal Ingle Reed
M.A., University of North Alabama
B.S., University of North Alabama

Director of College and Career Readiness/Instructional Services Specialist..... Edwin Carter
B.S., Alabama A & M University

Senior Personnel Officer..... John McIntosh (Interim)
M.S., University of Southern Mississippi
B.S., University of North Alabama

Comptroller..... Janet Jones
B.S., University of North Alabama
C.P.A

DIVISION CHAIRPERSONS

Business.....Edwin Carter
B.S., Alabama A & M University

Developmental Education Debra Benson
M.A.Ed, University of North Alabama
B.S., University of North Alabama

Fine Arts and Humanities/English Tim Kelley
M.A., Memphis State University
B.A., University of North Alabama

Health Studies Mark Simpson
B.S., University of North Alabama
A.A.S., Northwest-Shoals Community College

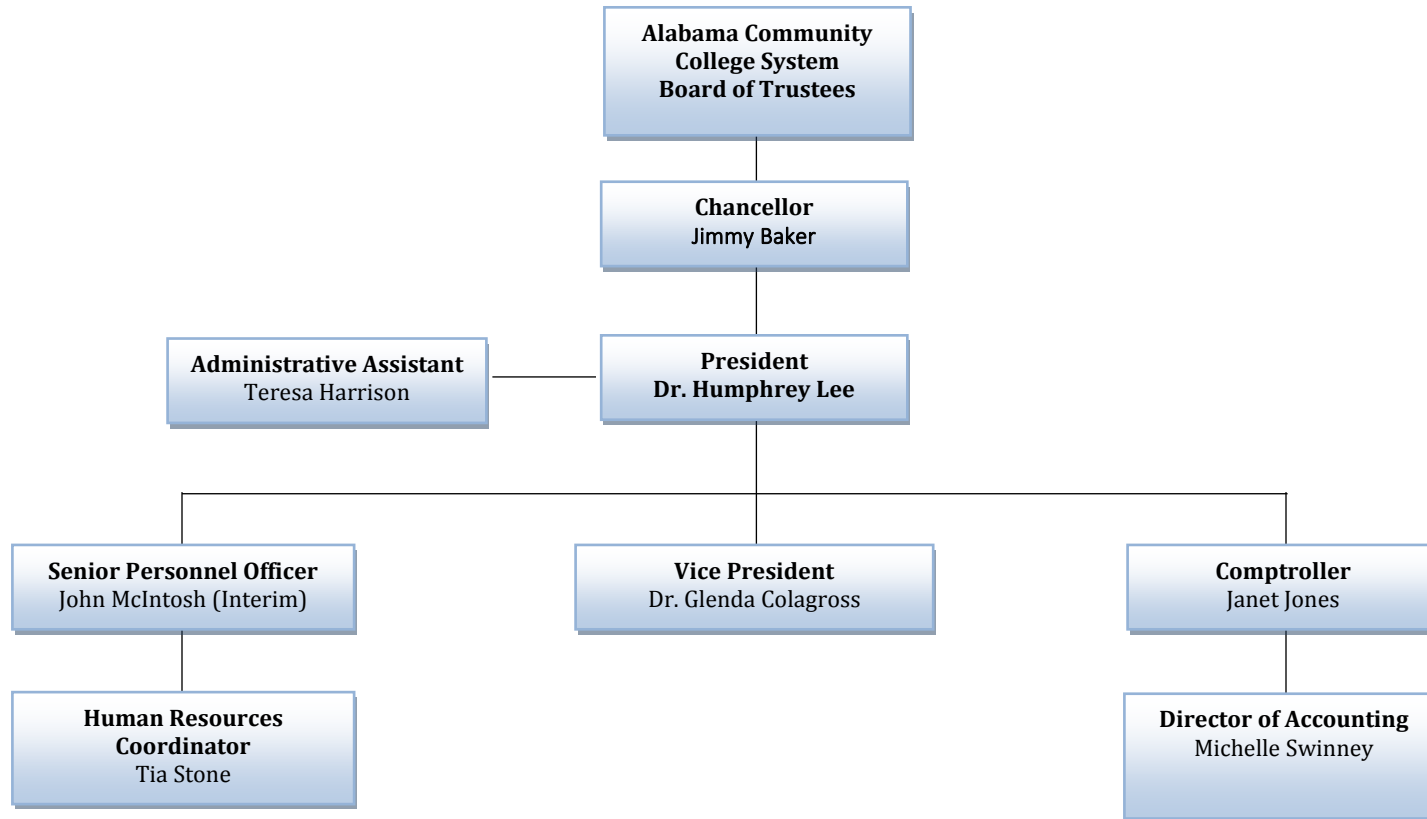
Learning Resources Rachel Trapp
M.L.S., B.S., University of Alabama
A.A., A.S., Northwest Alabama State Junior College

Math and Natural ScienceHeather Johnson
Ph.D., University of Alabama
M.S., Western Kentucky University
M.S., University of Alabama
B.S., University of Alabama

Occupational Division..... Tim Maupin
A.A.S., Shoals Community College

Social Science, Health, and Physical EducationKim Tucker
M.S., Walden University
B.S., Austin Peay State University

II.B.1. NW-SCC ORGANIZATIONAL CHART
2017 (SEE APPENDIX A FOR FULL ORGANIZATIONAL CHARTS)



II.C. NORTHWEST-SHOALS COMMUNITY COLLEGE COMMITTEES

The mission of Northwest-Shoals Community College is furthered through the work of standing, operational, ad hoc, and advisory committees. The faculty, staff, and students of Northwest-Shoals Community College participate in College governance through the committees on which they are appointed to serve. Committee members are encouraged to engage in a full discussion of College operations under the committee's charge and to make appropriate recommendations about College policies and procedures. College committees, however, serve in a purely advisory capacity to College administrative area heads, the Vice President, and/or the President. Committee recommendations are subject to review and approval by the appropriate area head, Dean, Vice President, President and/or the President's Cabinet.

II.C.1. Committee Guidelines

Committee appointments are made by members of the Academic Council and other administrators, Vice President, and/or the President and approved by the President's Cabinet. Most committees have faculty, support staff, and student members. During the academic year, most committees will hold at least one regularly scheduled meeting each semester with additional meetings as called by the chairperson. The committee recorder will keep minutes of the actions of the committee and will email each committee member a copy of the minutes. Also, all committee minutes will be on the college Intranet. The President and/or President's Cabinet will approve all changes in policy.

College committee assignments are effective for one year. Committees are reviewed annually or more frequently as directed by the President. Requests for changes are solicited in the summer semester each year. Changes are reviewed during the summer and approved in July. New committee rosters will be announced during the fall in-service meeting each year.

Frequently, Ad Hoc Committees are established for a limited time and for a specific purpose and report to the appropriate Administrative Head as identified in the Committee Handbook.

II.C.2. Committee Roster

STANDING POLICY ADVISORY COMMITTEES make key policy recommendations to the President for college-wide implementation.

- Academic Council
- Evaluation Committee
- Health and Safety Committee
- President's Cabinet
- Program Advisory Committees
- Vice President's Executive Cabinet
- Vice President's Council

OPERATIONAL COMMITTEES have specialized day to day operational functions or are advisory to the operation of a specific office.

- Admissions Committee
- Commencement Program Committee
- Cultural Affairs Committee
- Facilities Master Plan Committee
- Institutional Effectiveness Committee
- Institutional Recruitment and Selection Committee

- Professional Development Committee
- Recruitment, Marketing, and Public Relations Committee
- Scholarship Committee
- Sick Leave Bank Committee
- Student Handbook Committee
- Student Honors and Awards Committee
- College Archival of Records Committee

AD HOC COMMITTEES are short term or specific event operational committees.

- Grade Appeal Committee
- Grievance Committee
- Student Disciplinary Committee

STRATEGIC PLANNING COMMITTEES

- Student Success Committee
- Technology Committee

II.C.3. Program Advisory Committees

Program Advisory Committees will be appointed for each technical or career program area and for other program areas seeking committee input.

The role of these committees will be to assist in program planning to meet the employment needs of the area and of the state. They will make recommendations concerning curriculum, equipment, technological advancements, and employment opportunities, and will advise college leadership on how to better serve the business and industry community. Program advisory committees shall serve in an advisory capacity.

Persons on program advisory committees shall be leaders in the community; respected members of local business and industry; and when appropriate, recent graduates of the program. Members of the program advisory committees shall be persons who could provide employment for graduates of the program area or who are currently employed in the program area.

These committees serve a crucial role in providing a vehicle for productive communication between the College and the community.

All Program Advisory Committees shall meet at least two (2) times per year unless the committee chair chooses another schedule. Minutes shall be kept of all meetings with copies submitted to the Vice President's Office. Membership on these committees must be approved by the Vice President.

II.D. NORTHWEST-SHOALS COMMUNITY COLLEGE FOUNDATION, INC.

The Northwest-Shoals Community College foundation is a nonprofit corporation organized under the State of Alabama and is governed by a Board of Directors. The Foundation exists for the sole purpose of providing support for programs and activities which enhance the quality of education and expand the educational opportunities for students enrolled at Northwest-Shoals Community College. The Foundation is a 501(c)(3) nonprofit organization and is dependent on tax-deductible donations from the community. The Foundation accepts gifts of cash, securities, property, and materials on behalf of the College. When donations/gifts are being made to the College, the solicitation processing form (**Appendix B – p. 11-3**) should be completed and approved.