

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

Title ADMINISTRATIVE OFFICERS	Number A-9
Division of Responsibility President	Date 11/2/20 Page 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. A-7 Date 7/7/08

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Board/Administration Distinction

The primary function of the Area Commission is the determination of policy that is consistent with and supportive of statewide policy and administration as determined by the State Board for Technical and Comprehensive Education. Within the policy guidelines established by the Commission and the State Board, the president is singularly responsible for operating the college. S/He shall be given the authority fully commensurate with the responsibility.

The College is organized by division of responsibility, each of which reports to the President of the College. The College is governed by the Williamsburg Technical College Area Commission. The divisions of the College include:

Williamsburg Technical College President (Academic and Student Affairs, Administration and Finance, Workforce Development and Continuing Education, and Institutional Advancement)

Administration and Finance (Accounts Payable, Accounts Receivable, Purchasing, Financial Aid/Veterans Affairs, Human Resources, Payroll, Facilities, Inventory, Security, Bookstore, and Auxiliary Services)

Academic and Student Affairs (Arts and Humanities, Industrial Technology, Math and Science, Public Service, Education, Business, Computer Technology, Allied Health, Developmental Studies/Academic Success Center, Library, Instruction-Related Grant Programs, Counseling, Admissions, Records, Career Planning and Placement Center, Student Support Services, Upward Bound, Testing, Disabilities Services, Student Government Association, and Student Services- Related Grant Programs)

Workforce Development and Continuing Education (Personal/Community Interest, Occupational Advancement, and Specialized Workforce Training)

Planning and Research (Public Information, Grants, and Information Technology)

The structure consists of four chief officers who, with the President providing guidance, implement State Board and Area Commission policy directives, and coordinate and direct the successful completion of the mission of the institution. See Procedure A-9.2 for the organization chart.