

**Williamsburg Technical College
PROCEDURE**

SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

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| Title ADMINISTRATIVE OFFICERS | Number A-9.1 |
| Division of Responsibility President | Approval Date Page 1/21/2021 1 of 1 |
| Approval Vice President _____ President _____ | Supersedes Procedure No. A-10.1 Date 5/24/10 |

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.

It is the procedure of Williamsburg Technical College for the President to designate and use an Executive Staff and President’s Council as an organization unit to assist in making decisions on matters affecting the operation and administration of the College. The Executive Staff will provide administrative, fiscal, academic, and student management leadership under the direction of the President. The President’s Council will provide a vital communication linkage in the College’s participatory management and decision-making process.

The Executive Team will include the following positions:

- Vice President for Administration and Finance
- Vice President for Academic and Student Affairs

The President’ Council will include the following positions:

- Vice President of Administration and Finance
- Vice President of Academic and Student Affairs
- Associate Vice President for Student Affairs
- Associate Vice President for Facilities
- Associate Vice President for Academic Affairs
- Director of Planning and Research
- Director of Workforce Development and Continuing Education
- Director of Public Information

The Executive Team and President’s Council will meet at the discretion of the President. Official minutes will be recorded, maintained, and distributed.