

ADMINISTRATIVE ORGANIZATION

The Board of Trustees is duly elected representatives of the community and is charged with the full legal responsibility and authority of all aspects of the College. The Board establishes policies, obtains funds, adopts the annual budget, and selects the President of the College.

The President of the College is the chief executive officer and is responsible to the Board of Trustees for the implementation of Board policies. The President organizes and coordinates all activities of the College in order for the College to fulfill its purpose and reach its goals. The President serves as the Deputy Budget Officer to the Board and is instrumental in preparing, recommending to the Board, and administering the annual budget of the College.

The Executive Vice President assists the President in the preparation and control of the annual budget and ensures that proper financial systems are established and maintained. The Executive Vice President supervises Financial Services, Administrative Services which includes training and development, mail, duplicating, phone, purchasing, and auxiliary services, Physical Plant, Facilities Planning and Construction, Human Resources, Campus Police, and Athletics. Additionally, the Executive Vice President has responsibility for elections, contracts, legal issues, insurance, and special projects for the president.

The Vice President of Instruction is responsible for the total credit instructional program. The Vice President of Instruction plans, organizes, supervises, and administers these programs through three deans (Arts and Sciences, Distance Learning, and Workforce Education) and through the University Center. The Vice President of Instruction also serves as Chairman of the Instructional Council.

The Vice President of Program Development is responsible for developing new academic, continuing education, and workforce education programs that are relevant to workforce education students and employers, as well as university transfer students. The Vice President of Program Development is also responsible for the Continuing Education Division, Small Business Development Center, Resource Development, Highlander Ranch Programs, Alternative Teacher Certification Program, and MCC Conference Center. In addition, the Vice President of Program Development serves as the Equal Employment Opportunity Officer for the College.

The Vice President of Research, Planning and Information Technology is responsible for all research and evaluation done on campus including survey research, enrollment forecasting and modeling, student performance research, student satisfaction of programs and services, and other research related to the mission and goals of the institution. In addition, the Vice President of Research, Planning and Information Technology oversees strategic planning, unit-level planning, program review, and SACS accreditation compliance. This position is also responsible for ensuring the institution as a data infrastructure to support day-to-day administrative decision making.

The Vice President of Student Services is responsible for the student services on campus. The Vice President of Student Services supervises Admissions and Recruitment, Records and Registration, Financial Aid, Career Development, Student Support Services, and Upward Bound Program. The Vice President of Student Services also serves on the Student Services Council.