

## **2.00 Organization**

### **2.01 BOARD OF TRUSTEES**

The Trustees shall be elected by the North Alabama Conference and the Alabama-West Florida Conference of the United Methodist Church in accordance with the provisions of the Charter. There shall be a Committee on Membership of the Board of Trustees, appointed by the Chairman, which shall consult with the President of the College, and shall authorize him to present nominations to the Boards of Education of the two conferences for reference to the annual meeting of the conferences, where the election of members occurs.

The Board of Trustees is responsible for owning, maintaining, and operating the College as an institution of higher learning related to the United Methodist Church, and, in so doing, striving to maintain a high standard of academic excellence, of intellectual maturity, and an atmosphere conducive to the developing and maturing Christian faith and character.

The Board of Trustees is vested with the authority to do and perform all the acts and things necessary or appropriate for the carrying out and accomplishment of any and all purposes of the College that come legitimately within its scope. The Board elects the President of the College and delegates its specific authority to administer the institution consistent with the purposes and objectives of the College.

### **2.02 ADMINISTRATIVE COUNCILS**

There are two fundamental administrative councils at the College.

The General Officers' Council is composed of the President, the vice presidents, the dean of enrollment management, and the executive assistant to the president.

This council meets once a week and is responsible for assisting the President in shaping and developing policies and procedures for the College.

The Administrative Staff Council is composed of 60 staff members from all areas of campus selected by the Administrative Council Advisory Committee (ACAC). Administrative Staff Council and the ACAC appointments are for two years. The council serves to promote communication, information sharing, and staff development to address community concerns.

### **2.03 PRINCIPAL ADMINISTRATIVE OFFICERS**

Birmingham-Southern College was chartered as an educational institution of higher learning pursuant to authority of an act of the Legislature of the State of Alabama on February 15, 1919. Ultimate authority for the College is vested in the Board of Trustees and the President of the College.

#### *President*

The President is the Chief executive and administrative officer of the College and is vested with full executive and administrative authority, subject to the approval and direction of the Board of Trustees.

#### *Academic Affairs*

The Provost and Dean of the College is the principal academic officer and senior vice president of the College. This person is directly responsible to the President for the following areas: curriculum; instructional and research programs; faculty development; development of academic budget requests; and supervision of the Bunting Center for Service Learning, Graduate Programs, Hess Center for Leadership Studies, Library, Office of Interim and Contract Learning, Office of Sponsored Projects, and Records.

### *Administration*

The Vice President for Administration is the chief administrative officer under the President responsible for all business affairs of the College. This person is responsible for the oversight of the bookstore, campus dining, campus police, construction, facilities and events, human resources, landscape services, physical plant, post office, and print shop.

### *Institutional Advancement*

The Vice President for Institutional Advancement is the chief administrative officer under the President responsible for alumni affairs, fund raising, and donor records.

### *Enrollment Management*

The Dean of Enrollment Management is the chief administrative officer under the President responsible for admission and student financial aid.

### *Student Affairs*

The Vice President for Student Affairs is the chief administrative officer under the President responsible for student life on campus. Responsibilities include supervising the areas of multicultural affairs, physical fitness and recreation, student counseling and placement, student services and activities (which include student organizations, discipline and Greek organizations), and residence life.

### *Finance*

The Vice President for Finance is the chief administrative officer under the President responsible for all financial affairs of the College. This person is responsible for administration of the college budget, endowment funds, financial accounting, management of investments, preparation of financial reports, purchasing, and student accounts.

### *Communications*

The Vice President for Communications is the chief administrative officer under the President responsible for creating and maintaining positive awareness about the College through internal and external communications and public relations efforts that portray to all audiences a consistent, recognizable, and positive image. This person oversees the College's media relations, photography efforts, publications, web site management, and college events.

### *Information Technology*

The Vice President of Information Technology is the chief administrative officer under the President responsible for providing information and technology resources and telecommunication resources support the educational, instructional, and administrative endeavors of the campus community.