THE UNIVERSITY PRESIDENT AND STAFF

Coastal Carolina University is a separate and distinct institution of higher learning of the State of South Carolina and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree, and is a candidate for accreditation to award the master’s degree. In addition to staff positions (an Administrative Coordinator and two Assistants to the President) the following positions report to the President:

- Executive Vice President
- Provost
- Vice President for Student Affairs
Vice President for University Advancement/Executive Director of the Foundation
· Vice President for University Relations
· Vice President for Organizational Development & Human Resources
· Director of Athletics

An organizational chart for the University is included as Exhibit 202-1.

203  THE EXECUTIVE VICE PRESIDENT

The Executive Vice President reports to the President and is responsible for management and oversight of the business and financial administration of the University and institutional research and assessment. The Office of the Executive Vice President is responsible for the services and operations of the functional areas associated with campus administration, information technology services, public safety, the controller, and institutional research and assessment. The Office has custody of all funds, securities, and assets of the University and has, among others, the following duties:

Assisting the President in initiating, developing, and implementing the institution-wide planning process, including integration with the budget process;

Assisting the President in preparing and controlling the University budget and in approving and executing all contracts;

Receiving all funds paid to the University and supervising and accounting for all income-producing activities of the University and all disbursements and payments by the University, including all Auxiliary Services, through the Office of the Controller;

Administering all accounting records and procedures, and preparing and interpreting all financial reports;

Developing and interpreting management and planning information as produced by the University’s Office of Institutional Research and Assessment;

Developing and managing the institution’s voice and data communications systems and services, through the Office of Information Technology Services;

Overseeing and managing the public safety functions;

Administering all capital projects and the regular upkeep and maintenance of the University’s physical facilities, through the Office of Facilities Management;

Overseeing the operations and management of the administration of grants, contract administration and research planning;

Overseeing the campus services functions;

Approving employment of all non academic personnel and, in consultation with the Vice President for Organizational Development, establishing hours and wages for these personnel.

The Executive Vice President, through staff positions, is also responsible for all purchasing for the University and for assisting the President in the building program and other expansion of physical facilities.

203.01  MISSION
The offices and functional areas of the University’s Executive Vice President’s exist to provide support, services, products, activities, funds, and information, all of which enhance the quality, effectiveness, and efficiency of the academic enterprise.

203.02 RESPONSIBILITIES OF OFFICE

The primary responsibilities of the Office of Executive Vice President are to provide leadership, oversee institutional planning, manage the administrative, business and financial affairs of the University and keep the President and the Board of Trustees informed of the University's financial condition.

Besides providing leadership, the Office must:

- Develop and recommend broad policies;
- Ensure that strategic and operational plans are developed and articulated;
- Create operating systems for business functions;
- Select, train, manage and develop personnel to carry out these functions effectively; and
- Design and carry out appropriate evaluation procedures.

203.03 ASSIGNMENTS OF RESPONSIBILITIES AND FUNCTIONS

In addition to an Administrative Assistant and a Director of Special Projects, the following five administrative management positions report to the Executive Vice President.

A. Controller

The Controller develops and maintains financial accounting systems and procedures and prepares fiscal reports. The Controller serves as the University’s chief financial and accounting officer reporting to the Executive Vice President and, in this position, is responsible for providing financial leadership and direction in the performance of all financial and accounting functions of Coastal Carolina University. Specific duties and responsibilities assigned to the Controller include the following:

- Receipt and accounting for all cash,
- Financial policy development,
- Financial controls,
- Financial analysis,
- Financial reporting,
- Financial agreements,
- Payments for goods and services,
- Payrolls,
- Budget preparation and maintenance,
- Administrative data processing operations relating to the functions of this division,
- Student billings,
- Cash management,
- Training of financial operations staff,
- General accounting operations, and
- Auditor liaison.

He or she is responsible for payroll, budget preparation, maintenance and compliance, accounts payable, and other accounting type functions. In addition, he or she performs other
duties assigned by the Executive Vice President.

The Controller performs other duties assigned by the Executive Vice President.

B. Associate Vice President for Administration

The Associate Vice President for Administration reports to the Executive Vice President and assists the Executive Vice President in the overall financial management of the University. Specifically, he or she represents the University to internal and external boards and constituencies in matters relating to overall financial management, bonds issues, capital projects, facilities management, acquisition of off campus facilities and matters relating to campus services.

He or she is responsible for overall management of Facilities Management and Campus Services. Except for technical aspects of specialized educational equipment, the Associate Vice President, through the Director of Facilities Management, is responsible for equipment and all physical facilities of the University, including oversight of the construction of new facilities.

The Director of Facilities Management, reporting to the Associate Vice President for Administration, operates and maintains the physical plant, including all utilities, heating, air-conditioning and refrigeration, building alteration and maintenance, and related activities. He or she is responsible for maintaining the streets and grounds of the University properties and for custodial and janitorial services for all University buildings. He or she is also responsible for warranty maintenance and repairs on certain equipment items, the Motor Pool and other related Facilities Management services. Facilities Planning is also a function for which the Director of Facilities Management is responsible.

This Director of Campus Services reports to the Associate Vice President for Administration and is responsible for the procurement operations, supply and inventory functions and Post Office operations, and for overall management of Auxiliary Services (vending, contracted Book Store, and contracted food services). In addition, he or she performs other duties assigned by the Associate Vice President for Administration.

The Associate Vice President for Administration performs other duties assigned by the Executive Vice President.

C. Associate Vice President for Information Technology

The Associate Vice President for Information Technology Services reports to the Executive Vice President and is responsible for the management of administrative and academic data processing and computing services, network services, student computing, University-wide communications services and applications services.

The Associate Vice President for Information Technology Services performs other duties assigned by the Executive Vice President.

D. Director of Institutional Research and Assessment

The Director of Institutional Research and Assessment reports to the Executive Vice President and is responsible for University Assessment functions, for institutional data management and all aspects of institutional research operations, and for coordinating and compiling annual departmental and institutional assessment plans. This position is also responsible for the University Records Management function. The Director of Institutional Research and Assessment performs other duties assigned by the Executive Vice President. The Director of Institutional Research and Assessment performs other duties assigned by the
Executive Vice President.

E. Director of Public Safety

The Directors of Public Safety reports to the Executive Vice President and is responsible for campus security, crime awareness and prevention measures, traffic control and parking, University Fire and Safety measures and does other duties assigned by the Executive Vice President.

The Director of Public Safety performs other duties assigned by the Executive Vice President.

F. Internal Auditor

The University Internal Auditor reports administratively to the Executive Vice President and functionally to the Planning and Fiscal Affairs Committee of the Board of Trustees.

The Internal Auditor performs other duties assigned by the Executive Vice President.

203.04 UNIVERSITY ORGANIZATION FOR FUNCTIONAL AREAS OF THE EXECUTIVE VICE PRESIDENT

Exhibits 203.04-1 through 203.04-5 portray the organizational structure of the major functional areas of the Executive Vice President.

204 THE PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost/Vice President for Academic Affairs is the chief academic officer of the University, reports directly to the President, and, when directed, acts for the President in his or her absence. He or she is responsible for all undergraduate and graduate programs of the four academic colleges, and the Library. The four colleges are: the Thomas W. and Robin W. Edwards College of Humanities and Fine Arts, College of Education, College of Natural and Applied Sciences, and the E. Craig Wall, Sr. College of Business Administration. In addition, the following areas report through staff members to the Provost/Vice President for Academic Affairs: the Honors Program, Continuing Studies, Enrollment Services, Student Academic Support Services, Academic Outreach and Distance Learning, International Programs, Interdisciplinary Studies, Kimbel Library, Enrollment Management, Grants and Contracts Research, the Division of Student Affairs, and the School of Continuing Studies, including off-campus sites, and Distance Learning.

In addition to administrative staff and two Associate Provosts, the following positions report to the Provost/Vice President for Academic Affairs:

Dean of the Wall College of Business Administration
Dean of the College of Education
Dean of the College of Humanities and Fine Arts
Dean of the College of Natural and Applied Sciences
Dean of the Kimbel Library
Associate Provost for Academics
Associate Provost for Administrative and Academic Student Services
Associate Vice President for Grants, Contract Administration and Research Planning
Associate Vice President for Enrollment Services

The College Deans, the Dean of the Library and the Associate Provosts are responsible for traditional academic and administrative functions. Their specific duties and responsibilities are presented in the Academic Affairs Policies and Procedures Manual. Other positions reporting to the Provost are summarized below. The organizational structure of the Provost/Vice President for Academic Affairs is presented as Exhibit 204-1.
204.01 THE ASSOCIATE VICE PRESIDENT FOR ENROLLMENT SERVICES

The Associate Vice President for Enrollment Services reports to the Provost and Vice President for Academic Affairs and is responsible for Student Recruitment, Student Admissions and Enrollment, Student Orientation, Admissions, the University Registrar functions and Student Financial Aid.

204.02 THE ASSOCIATE VICE PRESIDENT FOR GRANTS, CONTRACT ADMINISTRATION AND RESEARCH PLANNING

The Associate Vice President for Grants, Contract Administration, and Research Planning reports to the Provost and Vice President for Academic Affairs and is responsible for the general oversight of grants, contracts administration, sponsored research and other sponsored programs.

This position is also responsible for research planning and Continuing Studies.

204.0201 The Assistant Vice President for Grants and Sponsored Research

The Assistant Vice President for Grants and Sponsored Research reports to the Associate Vice President for Grants, Contract Administration and Research Planning and is responsible for the operational oversight of grants, contracts, sponsored research and other sponsored programs. Included in these administrative functions are: establishing and publishing appropriate campus procedures for the review of proposals, including the designation of the office to maintain official records of proposals, for the submission of approved proposals, for working with the Principal Investigator/Project Director (with the approval of all program administrators) in the negotiation of issues that do not affect business and finance (fiscal affairs) matters, for contacting the Controller’s Office for the assignment of the appropriate account(s) for grants and sponsored programs, for providing account information to the Principal Investigator/Project Director before any funds are committed, for maintaining budget files on sponsored projects and monitoring the budgets to ensure full compliance, for determining the sponsor’s policies regarding management of grants and sponsored programs and assisting the Principal Investigator/Project Director in their compliance, for reviewing and otherwise assisting with preparing and submitting technical reports, progress reports, program performance reports, manuscripts, program manuals, and transmitting letters for such documents and for their inclusion in the official University file for the project. Administering a grant, contract, or other agreements consists of all actions necessary for managing an award, from the initial authority to expend monies, through the fiscal closeout and final report of an expired grant. The Office of Grants and Sponsored Research maintains a database of sponsored program activities. This position is responsible for working closely with academic administrators and the staff of the Executive Vice President to ensure proper management of these functions.

204.03 THE ASSOCIATE PROVOST FOR ADMINISTRATION AND ACADEMIC STUDENT SERVICES

The Associate Provost for Administration and Academic Student Services is responsible for the administrative operations of the Provost Office, the functions reporting to the Student Services Program Coordinator and the functions reporting to the Director of Student Academic Support Services.

204.04 THE ASSOCIATE PROVOST FOR ACADEMICS

The Associate Provost for Academics is responsible for the Honors Program, Academic Outreach and Distance Learning, International Programs and Interdisciplinary Studies.

205 THE VICE PRESIDENT FOR UNIVERSITY RELATIONS

The Vice President for University Relations reports to the President and is responsible for Media Services; Community Relations, including Cultural Promotions/Special Events, Alumni Affairs, and

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Conference Services; University Printing, University Photography and Marketing Communications. In addition to administrative staff, the following positions report to the Vice President for University Relations:

- Assistant Vice President for Community Relations
- Assistant Vice President for Marketing Communications
- Director of Media Services
- Advanced Production Manager
- Manager of Printing Services
- Photographer

The organizational structure is presented as Exhibit 205-1.

206 THE VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT/EXECUTIVE DIRECTOR OF THE FOUNDATION

The Vice President for Advancement/Executive Director of the Foundation reports to the President and is responsible for the Advancement and Development functions of the University. Included are Fund Raising Campaign Organization and Management, gift solicitations, Estate Planning assistance, major gift solicitation and processing, prospect research, and other University development and advancement functions. In addition, this Vice President also serves as the Executive Director of the Coastal Educational Foundation. The Coastal Educational Foundation is a nonprofit corporation which exists to receive and distribute funds for the benefit of Coastal Carolina University.

In addition to administrative staff, the following positions report to the Vice President for Advancement/Executive Director of the Foundation:

- Associate Vice President for University Advancement
- Director of Development, Gift/Estate Planning for the College of Humanities
- Two Development Officers
- Prospect Research Manager

The organizational structure is presented as Exhibit 206-1.

207 THE VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs reports to the President and is responsible for the Student Affairs functions of the University. Included are Residence Life, Campus Recreation and Intramurals, Student Development (Drug and Alcohol Education, Students with Disabilities Services, Women’s Advocacy Center, Career Services, Health Services), Student Activities, and Multicultural Student Services.

In addition to administrative staff, the following positions report to the Vice President for Student Affairs:

- Director of Residence Life
- Director of Campus Recreation/Intramurals
- Director of Student Development
- Director of Student Activities
- Director of Multicultural Student Services

The organizational structure is presented as Exhibit 207-1.

208 THE VICE PRESIDENT FOR ORGANIZATIONAL DEVELOPMENT AND HUMAN RESOURCES MANAGEMENT

Revised 07/01/03
The Vice President for Organizational Development and Human Resources Management reports to the President and is responsible for Human Resources Management, Equal Opportunity, and other functions assisting the President in organizational development. Included are Employment/Benefits Management, Classification and Compensation Management, Human Resources Data Management and Organizational Development.

In addition to administrative staff, the following positions report to the Vice President for Student Affairs:

- Director of Benefits Services
- Director of Employment and Compensation
- Data Control Manager

The organizational structure is presented as Exhibit 208-1.

THE DIRECTOR OF ATHLETICS

The Director of Athletics reports to the President and is responsible for the planning, management, administration, and direction of the Athletic Department, its programs, and facilities. General duties include: advancing comprehensive athletic and academic opportunities for all students; undertaking studies of and making recommendations on athletic programs and organizations; preparing and administering the annual athletic budget; selecting members of the athletic administration and coaching staff; and with the Faculty Athletics Representative representing Coastal Carolina University as its athletic spokesman.

In addition to administrative staff the following positions report to the Director of Athletics:

- Chief of Staff for Athletic Administration
- Director of Compliance
- Associate Athletic Director

The organizational structure is presented as Exhibit 209-1.