

SECTION 300.03

ORGANIZATION OF THE COLLEGE

1. Structure: The President shall recommend to the North Dakota University System of Higher Education a suitable structure as adopted shall remain in force until further revisions are authorized. A current, updated" Organizational Chart" depicting the organizational structure shall always form a part of this Manual.
 - a. The President's Office manages all aspects of the College. The functions of the President's Office include: public relations, working with the Community College Foundation, maintaining a working connection with the North Dakota University System office and the State Board of Higher Education, Community relations, and relationships with other institutions of higher education.
 - b. The President's Office Statement of Purposes:
 - i. Allocate collegiate resources in a cost-effective manner, consistent with the goals of the college
 - ii. Provide for comprehensive evaluation of all facets of college operations
 - iii. Establish a strong institutional identity as a stand-alone college in the North Dakota University System
 - iv. Enhance the Community College Foundation's impact on the institution
 - v. Expand public awareness of the importance of the college to our many communities
 - vi. Work with the State Board of Higher Education and the State Board for Vocational Education in an effort to strengthen North Dakota's Higher Educational system
 - vii. Promote economic development through workforce training
 - viii. Manage the recruitment of faculty and staff members committed to excellence in education
2. Institutional Planning: The President and the Administrative Council develop the college Six-Year Plan (Long Term) and the Annual Goals (Short Term) which guides the direction for the college development. These goals are formulated with the advisement of the College Planning Team, which is guided by the Academic, Student, and Administrative Affairs Areas' goals as well as numerous internal planning documents. The State Board of Higher Education and the North Dakota Legislature as well as the College Technical Education Council, State Board of Vocational and Technical Education, and the Community College Foundation provide direction and support. Input is also obtained from external constituencies including the Forward Devils Lake Plan, the Ramsey County Long-Range Plan and the Community Conversation Process.
3. Functional Division: The college is currently organized into the following units for administrative purposes.
 - a. Academic Affairs
 - b. Student Affairs
 - c. Administrative Affairs