

Section 5: Administration and Organization

5.4 The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.
(Qualified administrative/academic officers)

 X Compliance Non-Compliance

Narrative:

Sampson Community College (SCC) is in compliance with this comprehensive standard. The College has administrative and academic officers with appropriate experience and qualifications to lead the institution in support of the mission.

The Operating Manual of the Board of Trustees of SCC [authorizes](#) the President to structure SCC’s [organization](#) and to recommend the appointment of all full-time staff and faculty including all administrative and academic officers. The appointment of all full-time personnel must be [approved by the Board](#).

SCC’s administrative and academic officers include the positions designated as vice president, dean, and division chair. Sampson Community College seeks to staff each institutional position with qualified personnel. The standards set forth in the SCC [Staff Handbook](#) establish minimum academic and experience qualifications for the positions throughout the College. The College expects all personnel to possess the required qualifications of the position they hold. Equivalent qualifications are recognized by the President only when outstanding achievement or ability has been demonstrated by an individual in the performance of his/her institutional duties. Any employee lacking required preparation will be expected to meet the requirements within a reasonable period of time. The job description for each position also defines the educational and experiential qualifications for all administrative and academic positions. The Personnel Office maintains job descriptions. Currently, the Dean of Advancement is credentialed with a Bachelor of Science degree in Business Administration. She held the position of Foundation Executive Director for eight years and continues to serve in that role. Equivalent qualifications held by the Dean of Advancement include employment as a financial planner and executive director of the Sampson Arts Council. She is currently enrolled in the Master of Public Administration program at the University of North Carolina’s School of Government with a projected completion date of December 2019. The resumes of current administrative and academic officers detail that their experiences and qualifications meet or exceed requirements.

SCC has qualified administrative and academic officers as shown in Table 1. A link for each administrative and academic officer’s job description and resume is provided in the table (job descriptions are linked to each title, resumes are linked to individual names).

Table 1 – Roster of Administrative and Academic Officers

Position	Name	Degrees
President	William J. Starling	BA, University of North Carolina at Chapel Hill MAE, East Carolina University Ed.D., North Carolina State University
Vice President of Academic Affairs	Wanda Capps	BSN, Atlantic Christian College MSN, East Carolina University

		Graduate Certificate in Community College Teaching, North Carolina State University
Vice President of Finance and Auxiliary Services	Kelly Jackson	BA, Campbell University MBA, Campbell University
Dean of Academic Services and Institutional Effectiveness	Marvin Rondon	BS, Mt. Olive University MS, East Carolina University Ed.D., Liberty University
Dean of Advancement	Lisa Turlington	BS, Wake Forest University
Dean of Student Services	Anna Hairr	BA, University of North Carolina at Wilmington MA, University of North Carolina at Pembroke
Dean of Workforce Development and Continuing Education	Amanda Bradshaw	BA, Mount Olive College MAE, North Carolina State University
Division Chair of Arts and Sciences	Lewis Gravis	BS, Ball State University MA, Ball State University
Division Chair of Business and Occupational Technologies Programs	Jennifer Wiley	BS, Westchester University of Pennsylvania MCJ, New Mexico State University
Division Chair of Education	Susan Baxter	BS, California University of Pennsylvania MAEd, East Carolina University EdD, University of North Carolina at Wilmington
Division Chair of Health Programs	Veronica Stevens	BSN, East Carolina University MSN, East Carolina University FNP, East Carolina University DNP, East Carolina University

As described in the [Staff Handbook](#), administrative and academic officers are evaluated annually by their supervisor utilizing a three-step performance appraisal process. This process provides for supervisor conferences with the employee to identify annual performance objectives, an evaluation conference at mid-year, and a year-end conference to provide a summative appraisal. Individual performance objectives are correlated with divisional plans and strategic priorities for the year. Completed [performance appraisal forms](#) are retained in each employee's personnel file.

Documentation	Location
Authorizes	Authorizes
Organization	Organization
Approved by the Board	Approved by the Board
SCC Staff Handbook	Staff Handbook
Job Descriptions	Job Descriptions
Resumes & Job Descriptions	Resumes & Job Descriptions
SCC Staff Handbook	Staff Handbook
Performance Appraisal Forms	Performance Appraisal Forms