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INTRODUCTION

The Statutes of the College of Coastal Georgia set forth the philosophy, purposes, and governance of the College and outlines the administrative structure for educational programs and support services.

The statements are in accordance with policies adopted by the Board of Regents of the University System of Georgia. In the case of any divergence from or conflict with the official Policies of the Board of Regents of the University System of Georgia found in these Statutes, the official Policies of the Board of Regents shall prevail.

The College of Coastal Georgia's Catalog, Student Handbook, Faculty Handbook, and Staff Handbook provide detailed information about specific areas of operation within the College.

The College of Coastal Georgia is an Affirmative Action/Equal Opportunity/Equal Access Institution.
ARTICLE I: THE COLLEGE

Mission Statement

As a state college of the University System of Georgia, the College of Coastal Georgia will be a college of choice for residents of Georgia and beyond by providing an accessible and affordable quality education. Advocating excellence in scholarship and community engagement, the College promotes student progression and timely graduation through student-centered programs that offer a rich and diverse student experience. Students are prepared for meaningful careers, advanced study, lifelong learning, and participation in a global and technological society. The institution will provide associate and baccalaureate degrees that support the intellectual, economic and cultural needs of the community and region (approved by Board of Regents of the University System of Georgia, November 10, 2015).

Section 1 – University System Bylaws and Policies

These Statutes are subordinate to the Bylaws and Policies of the Board of Regents of the University System of Georgia and amendments thereto hereafter adopted.

Section 2 – Institution of the University System

The College of Coastal Georgia, an institution of the University System of Georgia, was founded in 1961 and began classes in 1964 to provide a wide range of higher education opportunities for the people of Glynn and surrounding counties. The College is designated as a “Balanced Bachelor’s and Associate State College” (Board of Regents Policy. 2.8). [1] Since its conversion from a two-year to a four-year institution during the 2008-09 academic year, the College adheres to the core mission statement for State Colleges as defined by the University System of Georgia. While these colleges embody common characteristics, variations in their purposes, histories, traditions, and settings, each is allowed to focus on its distinctiveness and accomplishments.

[1] “Institutions included in the balanced bachelor’s and associate-level state colleges group offer bachelor’s degrees, associate programs, and general education courses, but no graduate programs. These state colleges are characterized as balanced bachelor’s and associate-level degrees with bachelor’s programs focused on specialized academic and economic development program areas and regional, college-educated workforce needs. The emphasis at these state colleges is on teaching and service with a limited focus on basic or applied research activity.”
The core characteristics of State Colleges include:

- A commitment to excellence and responsiveness within a scope of influence defined by needs of a local area and by particularly outstanding programs or distinctive characteristics with a magnet effect throughout the region or state;
- A commitment to a teaching/learning environment, both inside and outside the classroom that sustains instructional excellence functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- A high-quality general education program that supports a variety of well-chosen associate programs and prepares students for baccalaureate programs, learning support programs designed to ensure access and opportunity for a diverse student body, and a limited number of certificate and other career programs to complement neighboring technical institute programs;
- A limited number of baccalaureate programs designed to meet the educational and economic development needs of the local area;
- A commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the state college's scope of influence;
- A commitment to scholarship and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits; and
- A responsibility to address local needs through applied scholarship, especially in areas directly related to targeted baccalaureate degree programs.

Section 3 – Accreditation

The College of Coastal Georgia is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of the College of Coastal Georgia.
Inquiries to the Southern Association of Colleges and Schools Commission on Colleges should only address the following:

- The accreditation status of the College of Coastal Georgia;
- The filing of a third-party complaint at the time of the College of Coastal Georgia’s decennial review; and
- The filing of a complaint about alleged non-compliance with a requirement or standard.

Section 4 – Organization of the College

The College of Coastal Georgia is organized into six primary areas of responsibility under the supervision of the President (who is directly responsible to the Chancellor of the University System of Georgia) and under the leadership of the following administrators:

- The Provost and Vice President for Academic Affairs;
- The Vice President for Business Affairs;
- The Vice President for Student Affairs & Enrollment Management;
- The Vice President for Advancement;
- The Chief Information Officer; and
- The Director of Athletics.

The positions mentioned above are listed in the order in which they come into responsibility in periods of brief absence of the President and other general officers. In periods of extended absence, the Chancellor shall appoint an acting President.

Also reporting directly to the President are the Director of Internal Audit and the Title IX Coordinator, who have dual reporting lines. The Director of Internal Audit, who reports dually to the President and the University System of Georgia Chief Audit Officer, is tasked to improve governance, risk management, compliance, and internal controls, and to increase internal audit responsiveness to the Board of Regents and leadership. The Title IX Coordinator, who reports dually to the President and the University System of Georgia’s System Director for Equity and Investigations, oversees compliance efforts concerning Title IX as well as other laws and rules relating to sexual harassment, sexual misconduct, gender and interpersonal violence, sexual assault, and related policy violations on campus.
ARTICLE II: ADMINISTRATIVE ORGANIZATION

Section 1 – President

The President is the executive head of the institution and all its departments and shall exercise supervision and direction to promote the efficient operation of the institution. The President is responsible to the Chancellor for the operation and management of the institution and the execution of all directives of the Board of Regents and the Chancellor. *(Board of Regents Policy, 2.6.1)*

The President shall be the ex-officio chair of the faculty and a member of all faculties and other academic bodies within the institution. The President may preside at faculty meetings. The President may call meetings of any council, senate, assembly, committee, or governance body at his or her institution at any time, may chair the governance body and may preside at the meetings. The President shall decide all questions of jurisdiction, not otherwise defined by the Chancellor, of the several councils, faculties, and officers. *(Board of Regents Policy, 2.6.2)*

The President is authorized to develop the organizational structure required to manage the institution effectively. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the President shall be reported to the Chancellor at least two weeks prior to the effective date of the change. *(Board of Regents Policy, 2.7)*

Section 2 – Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs (PVPAA) is the College’s chief academic officer who reports directly to the President and assumes campus responsibilities of the President when he/she is absent. The PVPAA is responsible for providing leadership for the faculty, for the planning and implementation of academic policies, for providing guidance in the development of the curriculum, for fostering academic excellence, and for overseeing the overall budget for all academic units.
Section 3 – Vice Presidents

A. Vice President for Business Affairs

The Vice President for Business Affairs (VPBA) reports directly to the President and provides leadership for all business affairs of the College, for human resources, for the maintenance of facilities and grounds, for campus safety, and for the operation of auxiliary enterprises, including public-private ventures. The VPBA has custody and control of all funds for the College and the College of Coastal Georgia Foundation. He/she is responsible for establishing a plan of business affairs in support of the academic programs of the College and for delegating appropriate responsibilities to specific individuals.

B. Vice President for Student Affairs & Enrollment Management

The Vice President for Student Affairs and Enrollment Management (VPSAEM) reports directly to the President and is responsible for the leadership, direction, planning, supervision, and evaluation of multiple functions pertaining to enrollment, financial aid, and non-academic student life. Areas under the VPSAEM include admissions, financial aid, student activities, student organizations, counseling and disability services, career development, student conduct/Title IX, intramural/extramural activities, and residential life services. The VPSAEM is also responsible for the administration of all policies of the Board of Regents of the University System of Georgia and the College of Coastal Georgia in managing enrollment and creating a campus culture that promotes the academic achievement and personal development of all students.

C. Vice President for Advancement

The Vice President for Advancement (VPA) reports directly to the President and oversees the Office of Advancement which includes Development, Marketing and Public Relations, and Alumni Relations. The VPA ensures a coordinated approach to the College’s advancement efforts by developing and implementing a wide-reaching fundraising program that meets the current and future funding needs of the College and supports its strategic priorities.
The VPA actively participates in identifying, cultivating and nurturing relationships and connections that result in major and lead gifts, as well as planned gifts. The Vice President for Advancement also serves as the Executive Director of the College of Coastal Georgia Foundation, providing leadership, reporting and other administrative support as needed. [2]

Section 4 – Other Administrators

A. Chief Information Officer

The Chief Information Officer (CIO) reports directly to the President and provides vision and leadership in the development and implementation of an enterprise-wide information technology program at the College, as well as planning and implementing enterprise information systems to support both distributed and centralized business operations and achieve more effective and cost beneficial enterprise-wide IT operations. The CIO interfaces with all levels of campus personnel and supervises a staff of technology professionals.

B. Director of Athletics

The Director of Athletics reports directly to the President and is responsible for the overall planning, coordination, financing, business, capital, and operations of an emerging and growing comprehensive intercollegiate athletic program.

C. Director of Internal Audit

The Director of Internal Audit, who reports dually to the President and the University System of Georgia Chief Audit Officer, is tasked to improve governance, risk management, compliance, and internal controls, and to increase internal audit responsiveness to the Board of Regents and leadership.

[2] The College of Coastal Georgia Foundation develops resources to support the College in providing quality education. The Foundation operates as a cooperative organization in accordance with policies of the University System of Georgia Board of Regents. The Foundation also serves as an advocate within the Coastal Georgia community and beyond to further the goals of the College.
The President shall assign each officer’s portfolio of responsibilities. All Vice Presidents and other administrative officers listed above serve at the pleasure of the President and perform an appropriate combination of college and community service activities.

**NOTE:** Job descriptions for Vice Presidents and other administrative officers are available in the Office of Human Resources.
ARTICLE III. SHARED GOVERNANCE

Section 1 – President’s Cabinet

The President’s Cabinet shall meet as called and shall serve in an advisory capacity to the President on non-academic administrative matters.

The President chairs the President’s Cabinet and its membership shall include the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs and Enrollment Management, the Vice President for Advancement, the Director of Institutional Effectiveness, the Chief Information Officer, the Director of Athletics, the Faculty Senate Chair, and the Staff Assembly Chair.

Other persons may be asked to attend Cabinet meetings when deemed appropriate by the President. Minutes of Cabinet meetings shall be recorded by the College staff and a copy provided to each Cabinet member.

Section 2 – Faculty Senate

The faculty shall be represented by a Faculty Senate, which shall be formed by the Faculty Senate Bylaws approved by a vote of at least a majority of the faculty and by the President (Board of Regents Policy, 3.2.4).

The Faculty Senate is a vehicle through which faculty share in the operation and management of the College by way of a shared governance model of decision-making between the Faculty Senate and the senior administration; it underscores the belief that faculty members are at the heart of the academic mission of teaching, scholarship, and service.

Any member of the faculty may bring to the attention of the Faculty Senate at its regularly scheduled meetings any matters defined within the scope of faculty governance. Substantial items shall be presented in the form of a written motion, recommendation, or proposal. The Faculty Senate shall direct such motions or proposals, when appropriate, to the proper council or committee for study and recommended action by the Faculty.
Any motion, recommendation, or proposal having been favorably recommended by the Faculty Senate shall be forwarded to the appropriate administrator(s) for further discussion and approval.

The *Bylaws of the Faculty Senate* contain a fuller description of its responsibilities and organization.

**Section 3 – Staff Assembly**

Any employee of the College of Coastal Georgia, full-time or part-time, regular or temporary, in a non-faculty position shall be considered a member of the Staff Assembly.

The Staff Assembly will encourage and promote professional development, provide guidance to the staff of the institution, and serve as a forum of communication to and from the administration of the College.

The leadership of the Staff Assembly shall include an Executive Board composed of a chair, vice chair, secretary, five unit members and the Assistant Vice President for Human Resources/Auxiliary Services or his/her designee in an advisory capacity. The Staff Assembly shall meet at least five times during the fiscal year (two meetings in the fall; two in the spring; and one in the summer).

Any motion, recommendation, or proposal having been favorably recommended by the Staff Assembly shall be forwarded to the appropriate administrator(s) for further discussion and approval.

The *Bylaws of the Staff Assembly* contain a fuller description of its responsibilities and organization.
Section 4 – Student Government Association

The Student Government Association, based on the authority granted by the College, shall strive to:

- Ensure democratic representation and governance;
- Act as the voice for student concerns through service on college committees;
- Disseminate relevant information to the College of Coastal Georgia students;
- Assist in the allocation and approval of student activity funds; and
- Promote campus pride and spirit on campus and in local communities around the College.

Any motion, recommendation, or proposal having been favorably recommended by the Student Government Association shall be forwarded to the appropriate administrator(s) for further discussion and approval.

The Bylaws of the Student Government Association contain a fuller description of its responsibilities and organization.
ARTICLE IV. THE FACULTY

Section 1 – Corps of Instruction

Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, principal lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction by comparable training. Persons holding part-time and adjunct appointments or other honorary titles shall not be considered to be members of the faculty. *(Board of Regents Policy, 3.2.1.1)*

Section 2 – Administrators with Faculty Status

According to Board of Regents policies, faculty status of full-time administrative officers will necessarily vary with the size and complexity of the institution. *(Board of Regents Policy, 3.2.1.2)*

At the College of Coastal Georgia, administrative officers having faculty status shall include the President, Provost, Vice Presidents, Assistant Vice Presidents, Academic Deans, and Directors or Department Heads of instructional units. Other administrative officers may be granted faculty status at the discretion of the President.

A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office (other than the President) shall retain his/her academic rank and rights of tenure as an ex officio member of the Corps of Instruction, but shall have no rights of tenure in the administrative office to which he/she has been appointed.

The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he/she ceases to hold the managerial position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership.
Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President (Board of Regents Policy, 3.2.1.2)

**Section 3 – Faculty Meetings**

In addition to any meetings of the Faculty Senate as may be required by its Bylaws, general faculty meetings will be held in August and January and will be scheduled by the President or the Provost and Vice President for Academic Affairs. Additional faculty meetings will be scheduled throughout the semester as needed. The meeting schedules and the procedure for election of the Faculty Senate and the selection of the other faculty committees are described in the Faculty Senate Bylaws.

The Faculty Senate shall appoint a secretary who shall keep a record of the proceedings. (Board of Regents Policy, 3.2.3)

**Section 4 – Academic Freedom**

The College endorses the principles of academic freedom expressed in the Statement on Academic Rights and Responsibilities issued by the American Council on Education (ACE) in 2005, subject only to those restrictions that are imposed by "high professional ethics, fair-mindedness, common sense, and a generous respect for the rights, feelings, and opinions of others."
ARTICLE V. ADVISORY COMMITTEES

The President of the College may call for and establish standing committees of the College, according to Board of Regents Policy, 2.5. The President may call meetings of any committee at any time and holds power to veto any act of any committee. The President must promptly transmit to the Chair of the committee a written statement as to the reason for such veto.

Section 1 – Advisory Committees to the President

The President may appoint continuing and ad hoc committees to act in an advisory capacity. Some of these committees’ function to fulfill Board of Regents policy while others may meet special needs of the campus.

A. Committees Fulfilling Board of Regents Policy

1. The Intercollegiate Athletics Finance Committee

The Intercollegiate Athletics Finance Committee reviews budget and expenditure requests for funds from student athletics fees. The committee reports its findings and recommendations to the Student Fee Committee. Subject to the approval of the President, it shall also recommend changes to the student athletic fee for the intercollegiate athletics program at the College.

Members of the committee shall be appointed by the President of the College and shall include, among other persons, the Director of Athletics, the Vice President for Student Affairs & Enrollment Management, a representative from the Business Office, two faculty members recommended by the Faculty Senate, and six students recommended by the Student Government Association and the Vice President for Student Affairs & Enrollment Management. At least fifty percent of the membership of the committee must be student representatives. The Vice President for Business Affairs shall serve in an advisory capacity to the committee and cast a tie-breaking vote if needed. The Student Athletic Fee Committee shall meet at least once per semester or as otherwise directed by the chairperson.
2. The Student Activity Finance Committee

The Student Activity Finance Committee reviews requests for student activity funds from campus clubs, organizations, and academic divisions, and has responsibility for assuring that proposed expenditures are for educational, cultural, recreational, or social purposes for the benefit of the entire student body. The committee reports its findings and recommendations to the Student Fee Committee.

The Student Activity Finance Committee is appointed by the President and must be comprised of at least fifty percent student representatives. The committee is chaired by the Vice President for Student Affairs & Enrollment Management, while the Vice President for Business Affairs is appointed as a resource to the committee. Other members of the committee are six faculty members appointed by the Provost and Vice President for Academic Affairs upon recommendation by the Faculty Senate and eight students recommended by the Student Government Association and approved by the Vice President for Student Affairs & Enrollment Management. The Student Activity Finance Committee shall meet at least once per semester or as otherwise directed by the chairperson.

3. The Student Technology Fee Committee

The Student Technology Fee Committee reviews all requests for the use of technology fee funds. The committee is appointed by the President and must be comprised of at least fifty percent student representatives. The committee is chaired by the Chief Information Officer, and the Vice President for Business Affairs is appointed as a resource to the committee. Other members of the committee are six faculty members appointed by the Provost and Vice President for Academic Affairs upon recommendation by the Faculty Senate and eight students recommended by the Student Government Association and the Vice President for Student Affairs & Enrollment Management. The committee reports its findings and recommendations to the Student Fee Committee. The Student Technology Fee Committee shall meet at least once per semester or as otherwise directed by the chairperson.
4. The Student Fee Committee

The Student Fee Committee reviews all proposals to create new or increase existing mandatory student fees, and it recommends to the President of the College the final allocation of all student activity fees, including, but not limited to, student athletics fees and student technology fees.

The membership of the Student Fee Committee consists of the Vice President for Business Affairs, the Vice President for Student Affairs & Enrollment Management, the Assistant Dean of Student Life, three faculty members appointed by the Provost and Vice President for Academic Affairs upon recommendation by the Faculty Senate, and at least eight students appointed by the Student Government Association and the Vice President for Student Affairs & Enrollment Management. Students must comprise at least fifty percent of the membership of this committee. The chairperson shall be selected from among the faculty members on the committee. The Student Fee Committee shall meet at least once per semester or as otherwise directed by the chairperson.

5. The Board of Review

The Board of Review is established to provide a means to hear the complaints of College faculty and staff members who have exhausted normal channels and whose complaint falls under the jurisdiction of the Board of Review, as defined in “The Grievance Procedures for Faculty and Staff,” but who have not received satisfaction in the resolution of a grievance. The President shall appoint a Board of Review consisting of a designated employee or group of employees assigned to consider a grievance filed by an employee and review the action taken to make an appropriate recommendation to the President for a final decision. Faculty appeals that are reasonably related to the term and conditions of employment should be submitted to the Faculty Affairs Committee as described in the Faculty Senate Bylaws.
B. Committees for Campus Special Needs

The President may appoint special and standing committees to advise on the operation of the institution. Any such committee will function according to guidelines received from the President, and its membership will be at the discretion of the President.
ARTICLE VI. POLICIES & PROCEDURES

General policies and procedures of the College apply to the entire institution, ranging from non-discrimination and harassment to facilities and services. These policies and procedures shall be housed on the College’s Human Resources web page (https://www.cccga.edu/humanresources), as well as in the Faculty Handbook, Staff Handbook, Student Handbook, and the University System of Georgia Human Resources Administrative Practice Manual (https://www.usg.edu/hr/manual/).

Section 8. Personnel of the Board of Regents Policy Manual of the University System of Georgia should be consulted for human resources information concerning employment and resignation, tenure, removal of tenured faculty members, removal of non-tenured faculty, leaves of absence, outside employment and all other personnel-related matters.

Copies of the Policies of the Board of Regents are maintained in administrative offices and are available on the University System of Georgia website (https://www.usg.edu).
ARTICLE VII. GENERAL PROVISIONS

Section 1 – Posting of Statutes

All College faculty and administrators are to be apprised that the Statutes are publicly posted on the College website and available for access in hard copy through the Office of the President. Amendments to the Statutes are publicly posted on the College website and notification provided to all the College personnel.

Section 2 – Interpretation of Statutes

The President makes decisions on questions concerning the interpretation of these Statutes.

Section 3 – Amendments to Statutes

Amendments to these Statutes may be proposed by the President’s Cabinet, the Faculty Senate, Staff Assembly, or Student Government Association. A proposed amendment by one of these bodies shall be effective if ratified by a majority of the other body and approved by the President.

When the President has approved an amendment or addition, it shall be submitted by the President to the Board of Regents for ratification. No amendment or addition shall be in effect until the President has approved it and ratified by the Board of Regents.

These Statutes shall be reviewed and updated as needed by the President’s Cabinet.

Section 4 – Board of Regents’ Powers

The Board of Regents retains the power to modify, amend, or repeal these Statutes in any respect. Subsequent actions by the Board of Regents requiring changes in these Statutes shall automatically be incorporated therein, and appropriate corrections shall be made and distributed by the Office of the President.
The College of Coastal Georgia Statutes were adopted as follows:

Interim President

[Signature]
Margaret A. Amstutz
Date: 7/16/18

Chair, Faculty Senate

[Signature]
Karen Hambright
Date: 7/17/18

Chair, Staff Assembly

[Signature]
Brian Weese
Date: 7/17/18

President, Student Government Association

[Signature]
Kelsey Rios
Date: 8/10/18