



ADMINISTRATION POLICY ORGANIZATIONAL STRUCTURE

EFFECTIVE: October 1982
REVISED: September 2008
REVIEWED:
RELATED POLICIES: Refer to NLC Organization Charts: <http://www.nlc.bc.ca/about.orgcharts.php>

COLLEGE BOARD AND EDUCATION COUNCIL

The College Board and Education Council have Powers and Duties described in the College and Institute Act.

PRIMARY RESPONSIBILITIES OF ADMINISTRATORS (Administration Committee)

- **President:** Responsible to the Board for total operation of College as per Governance Policy 3. Board Policies.
- **Vice-President Learning:** Responsible for institutional curriculum and instructional standards. Coordinating program budgets with Administration Committee
- **Vice-President Finance & Administration:** Responsible for financial and administrative services on a College-wide basis.
- **Registrar:** Responsible for Registrar services on a College-wide basis.
- **Deans:** Responsible for Academic & Career Technical; Business, Industry & Contract Training; Trades & Apprenticeship; and Developmental & Access Programs.
- **Director Human Resources:** Responsible for full range of human resource programs including recruitment, classification and compensation, benefits, collective bargaining, employee relation, performance evaluation, and contract administration.
- **Campus Administrator:** Responsible for ongoing campus operations and the learning environment at the local level.

PROGRAM ORGANIZATION

The College operates numerous campuses and strives for consistency in procedures and program requirements across all operations. This can be particularly complex for programs that operate on more than one campus. It is essential to ensure that credentials carry the same assurance of quality regardless of where they are earned. At the same time it is recognized that each community is somewhat unique and it is essential that each Campus Administrator has the flexibility and authority to manage his/her operations. Thus program standardization is based on the principle of a standard core defining the majority of program content.

Program and course curriculum will be reviewed annually by the appropriate staff. Recommendations for change will be referred to the College Education Council and the

Administration Committee (via Deans) where appropriate.

STANDING COMMITTEES

Northern Lights College has a number of committees which serve in an advisory capacity to both the Administration and the College Board. Some of these committees are and their **Terms of Reference*** are attached:

- **Administration Committee***
- **Finance & Administration Committee***
- **Deans Committee***
- **Strategic Enrollment Management Team***
- **Joint Occupational Health & Safety Committee (JOHSC)***
 - ✓ Campus Health & Safety Committees
 - ✓ Dawson Creek Health & Safety Committee
 - ✓ Fort St. John Health & Safety Committee
- **Marketing Committee***
- **Info Technology Committee***
- **Professional Development Committees** – See Collective Agreements and IV-B 32 Long Term Professional Development

AD HOC COMMITTEES

Committees are often organized on an “as needed” basis. They can be independent of the College, and invite the College to participate.

- **Terms of Reference:** these committees may identify their own terms of reference
- **Membership:** will depend of the interested individuals, agencies, etc.
- **Responsibilities:** to address specific issues that would not be addressed by other advisory committees.