

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 8-2-111

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POLICY TITLE: EMPLOYMENT/COMPENSATION PLAN FOR TECHNICAL COLLEGE PRESIDENTS

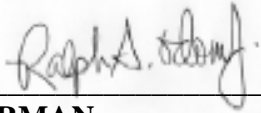
LEGAL AUTHORITY: Section 59-53-10 of the 1976 Code of Laws of South Carolina, As Amended

DIVISION OF RESPONSIBILITY: HUMAN RESOURCE SERVICES

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DATE APPROVED BY BOARD: July 15, 2003

DATE OF LAST REVISION:



CHAIRMAN



EXECUTIVE DIRECTOR

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM.**

In accordance with the provisions of Section 59-53-52 (8) of the 1976 South Carolina Code of Laws, As Amended, it is the policy of the State Board for Technical and Comprehensive Education (SBTCE) that technical college presidents shall be employed **at the will** of the respective Technical College Area Commission. Individuals appointed to technical college presidential positions must possess at least a master's degree, with an earned doctorate preferred, plus ten (10) years of progressively responsible teaching and/or senior level administrative experience. Upon the selection of a president, the Area Commission, upon securing necessary approvals, shall communicate to the selected candidate a letter of appointment (*see model letter on Page 4*) which addresses all applicable terms, conditions, and provisions of employment.

**I. APPOINTMENT AND COMPENSATION**

- A. Initial appointments and salary determinations of presidents within the South Carolina Technical College System, up to the midpoint of the assigned salary

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range, are by the respective Technical College Area Commission and are subject to SBTCE concurrence. Presidents' salary ranges are determined by the State Budget and Control Board's executive compensation system. The establishment of an initial appointment salary shall be determined by such factors as the extent to which the selected candidate's related education and related work experience exceed the required position qualifications, market conditions, and internal/ external salary equity. Consultation with the SBTCE's Office of Human Resource Services is encouraged. The Agency Head Salary Commission must provide a favorable recommendation to the State Budget and Control Board with any request to establish an initial salary in excess of the midpoint of the applicable salary range prior to any official salary offer. The State Budget and Control Board has final approval authority.

- B. Presidents are normally eligible to receive salary increases on an annual basis in keeping with the State Budget and Control Board's fiscal year policies and SBTCE's fiscal year salary increase guidelines. No increase will be allowed which will cause a president's salary increase to exceed the legislated limit with respect to agency head salaries, nor will an increase be allowed which will cause a president's annual base salary to exceed the maximum of their assigned salary range.

Additionally, other compensation issues are subject to the provisions of Section 19-706, Establishment of Unclassified Positions and the Unclassified Employee Pay Plan of the State Human Resources Regulations.

- C. Each President will have a performance appraisal on at least an annual basis by the respective Area Commission. Such performance appraisal may be a factor in the determination of the annual salary increase of the president.
- D. Holiday, annual, sick, and other leave for presidents will be administered in accordance with the procedures set forth in SBTCE leave procedures.

## II. SUSPENSION AND TERMINATION

- A. A Technical College Area Commission may, at its discretion, suspend (without pay) and/or terminate the employment of a Technical College President for any reason or no reason, and without regard to the existence of just cause or lack thereof.

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- B. The Technical College President shall be entitled to notice (either orally or in writing) by the Area Commission of the Commission's intent to suspend and/or terminate (a President's employment) and given an opportunity to be heard. The type of notice and the procedures for a hearing shall be at the sole discretion of the area commission.
- C. The Chair of the SBTCE will be informed (either orally or in writing) of an Area Commission's intent to suspend and/or terminate the employment of a President.
- D. A Technical College Area Commission may develop local policies and procedures, which further define the process the Area Commission will utilize in implementing the provisions included in Section II, parts A, B, and C. These policies and procedures must be consistent with SBTCE policy.

### III. DISCRETIONARY PROVISIONS

- A. Presidents may be authorized by their respective Area Commission to receive salary supplements from non-public funds, in keeping with the provisions of SBTCE Policy No. 8-2-107 and accompanying Procedure No. 8-2-107.1.
- B. Presidents may be provided an automobile in keeping with all applicable State and/or local regulations.

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Model Letter of Appointment

President Elect  
[address]

Dear \_\_\_\_\_:

On behalf of the \_\_\_\_\_ Area Commission, we are very pleased that you have accepted the position of President of \_\_\_\_\_ Technical College, effective \_\_\_\_\_, 200\_\_\_. South Carolina Technical College Presidents are employed pursuant to State Board for Technical and Comprehensive Education Policy No. 8-2-111 and other applicable policy. In accordance with Section 59-53-52 (8) of the 1976 South Carolina Code of Laws, As Amended, your employment is at the will of the \_\_\_\_\_ Area Commission. As discussed during the interview process, Area Commissions, which govern technical colleges in South Carolina, are without authority to enter into employment contracts with technical college presidents. Accordingly, the terms and conditions explained below are being reduced to writing in accordance with the South Carolina Payment of Wages Act and do not constitute an employment contract.

This letter is to confirm that you have accepted the position of President of \_\_\_\_\_ Technical College. Your initial annual salary will be \_\_\_\_\_. Additionally, any future increases or adjustments to your salary will be made in accordance with the Executive Compensation guidelines of the State Human Resources Regulations.

As President, you will be paid on a \_\_\_\_\_ basis, along with all other \_\_\_\_\_ Technical College Employees. Automatic/direct bank deposits are available, and after commencing your employment, you will be advised of that procedure. Regular withholdings will be made for State and Federal Income Taxes, FICA, and the South Carolina State Retirement Systems. Additional payroll deductions may also be made for voluntary participation in group health, dental, life insurance, or any other supplemental insurance programs or other voluntary deductions offered through the College. You may contact \_\_\_\_\_, Director of Human Resources, who will discuss these matters in further detail with you at your convenience. \_\_\_\_\_'s telephone number is \_\_\_\_\_.

The Area Commission is confident that. . . (insert statement of Commission confidence). We look forward to working with you, and ask that you confirm your acceptance of this appointment in writing as soon as possible. Should you have questions, please do not hesitate to contact me at \_\_\_\_\_ (insert telephone number).

Sincerely,

Chairperson c: Members of the Area Commission  
Executive Director, State Technical and Comprehensive Board  
Director of Human Resources, \_\_\_\_\_ Technical College