

AGENDA ITEM 7.(b)  
MEETING DATE March 5, 2014

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

**TO: Members of the Governing Board**  
**SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES**  
**REQUESTED ACTION: APPROVAL**

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**EMPLOYMENT 2013-2014**

**Short-term/Temporary/Substitute**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Marielle S. Calara	Interim Executive Coordinator- HR	03/03/14 - Until Filled	\$27.31 /hr.

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**Bruce Petersen**

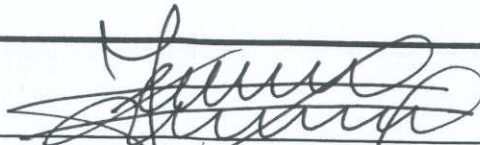
Associate Vice President, Human Resources

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February 21, 2014

**Date Submitted**

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**JOWEL C. LAGUERRE, Ph.D.**  
Superintendent-President

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February 21, 2014

**Date Approved**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

**TO: Members of the Governing Board**

**SUBJECT: PROPOSED REVISED JOB DESCRIPTION —  
VICE PRESIDENT OF ACADEMIC AFFAIRS  
(ADMINISTRATIVE LEADERSHIP GROUP)**

**REQUESTED ACTION: INFORMATION/ACTION**

**SUMMARY**

As a result of separation of duties for the Vice President of Academic Affairs, a revised job description was created. The Vice President of Academic Affairs will be placed on Range 53 of the 2013-14 ALG Salary Schedule.

Approval is requested at this time.

*Government Code: 88001,88009, 880013      Board Policy: 4720      Estimated Fiscal Impact: Unknown*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Bruce Petersen, Associate Vice President  
Human Resources

**PRESENTER'S NAME**

360 Campus Lane, 201  
Fairfield, CA 94534

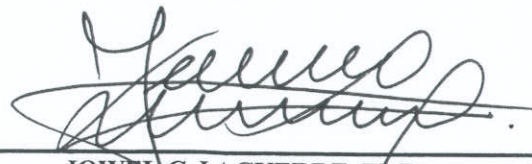
**ADDRESS**

707 864-7263

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

February 21, 2014  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



**JOWEL C. LAGUERRE, Ph.D.**  
Superintendent-President

February 21, 2014  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



# SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

**CLASS TITLE:** VICE PRESIDENT OF ACADEMIC AFFAIRS

**EMPLOYEE CLASSIFICATION:** EDUCATIONAL ADMINISTRATOR

## **BASIC FUNCTION:**

Under the direction of the Superintendent-President, the Vice President of Academic and Student Affairs ensures that all areas of responsibility are successfully serving students' educational goals and are consistent with the College mission. The Vice President provides dynamic and strategic leadership to assist the College in achieving its vision for excellence. The leader in this position is focused on the quality and integrity of all of the College's academic degree programs, assessing student learning outcomes, developing high quality faculty and providing excellent academic and student support services and serves as a member of the President's Cabinet.

Collaborating with the College Deans, the Vice President's specific areas of leadership include the following: academic services, admissions, *instructional enrollment management*, enrollment services, advising and counseling services, articulation and transfer services, career services, prior learning assessment services, student life and leadership, intercollegiate athletics, child care services, judicial affairs, developmental and educational services, library services, instructional technology, and distance learning. The Vice President serves as the liaison with secondary and other post-secondary educational institutions.

## **RESPONSIBILITIES:**

### **REPRESENTATIVE DUTIES FOR AREAS OF INSTRUCTION:**

- Implements accreditation recommendations and standards, provides managerial direction, including planning, goal setting, implementation, coordination, evaluation, and accountability for all areas of the academic program, contract education, workforce development, and Community Services.
- Works cooperatively with the Superintendent/President to coordinate mission, goals and objectives of the College as a whole. Participates in strategic and long-range educational planning for the District. Facilitates the educational master planning process.
- ~~Supervises~~ *Works with* the Curriculum and Scheduling Office assuring compliance with state guidelines and course standards for the College. Serves as an advisor on program and course development to academic administrators and faculty. Participates in the development of course/program approval process and proposals for course approval. Recommends curriculum changes required by legislative actions of the California Community Colleges Board of Governors and the local Governing Board.
- Coordinates the class scheduling for off-campus locations with the division Deans.
- Works cooperatively with Academic Affairs administrators and faculty to determine personnel needs; participates in hiring process for full-time faculty positions, serves as assistant to Superintendent/President to organize final selection process for faculty positions.
- Participates in the recruitment and selection and recommendation of candidates for positions which report directly to the Vice President.