

AGENDA  
Regular Meeting  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon Avenue, Fresno, CA 93704  
4:30 p.m., July 3, 2012

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES, Meetings of May 30, 2012; May 31, 2012; June 1, 2012; June 2, 2012; and June 5, 2012
- V. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]
- VI. REPORTS AND PRESENTATIONS
  - A. Presidents' Reports Tony Cantu, FCC  
Mitjl Capet, RC  
Deborah Ikeda, WI
  - B. Chancellor's Report Deborah G. Blue
  - C. 2012-13 Budget Update Ed Eng
  - D. Retirement Board (GASB) Update Ed Eng
  - E. Facilities Master Plan Update Brian Speece
  - F. Reed Avenue Realignment Update Brian Speece
- VII. CONSIDERATION OF CONSENT AGENDA [12-20HR through 12-24HR]  
[12-50G through 12-61G]
- VIII. HUMAN RESOURCES
- IX. GENERAL
  - A. Consideration to Adopt the 2012-2016 SCCC Strategic Plan [12-53] Robert Fox

- B. Consideration to Authorize Submittal of 2014-2018 Five-year Construction Plan and Priority Projects [12-54] Brian Speece
- C. Consideration to Authorize Submittal of Initial Project Proposal, Math Science Building Modernization and Addition, Fresno City College [12-55] Brian Speece
- D. Consideration to Authorize Submittal of Initial Project Proposal, Life Science Building Modernization and Addition, Reedley College [12-56] Brian Speece
- E. Consideration to Authorize Submittal of Initial Project Proposal, Applied Technology Building, Willow International Community College Center [12-57] Brian Speece
- F. Consideration to Authorize Submittal of Initial Project Proposal, Academic Village 1 Addition, Madera Center [12-58] Brian Speece
- G. Consideration to Approve Agreements for Charter Bus Transportation and Vehicle Rentals, Districtwide [12-59] Brian Speece
- H. Consideration of Bids, Technology Infrastructure Upgrade, Reedley College [12-60] Brian Speece

X. REPORTS OF BOARD MEMBERS

XI. FUTURE AGENDA ITEMS

XII. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]

XIII. CLOSED SESSION

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, Pursuant to Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-Time Bargaining Unit; SCFT Part-Time Bargaining Unit, California School Employees Association Bargaining Unit, and SCCC Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6
- C. CONFERENCE WITH LABOR NEGOTIATOR [Unrepresented Employees: Management and Confidential Employees]; Deborah G. Blue, Pursuant to Government Code Section 54957

- D. CONFERENCE WITH LABOR NEGOTIATOR [Unrepresented Employees: Chancellor; Vice Chancellor of Finance and Administration; Vice Chancellor of Educational Services and Institutional Effectiveness; College Presidents; Campus President]; Deborah G. Blue, Pursuant to Government Code Section 54957
- E. PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957
  - 1. Director of State Center Consortium and Special Projects
  - 2. Dean of Instruction, Reedley College
  - 3. Interim Vice President of Instruction and Student Services, Willow International Community College Center
  - 4. Interim Dean of Students, Willow International Community College Center

XIV. OPEN SESSION

- A. Consideration of Salary Adjustment for Unrepresented Employees: Management and Confidential [12-61] Diane Clerou
- B. Consideration to Authorize New Employment Contracts for Unrepresented Employees: Chancellor; Vice Chancellor of Finance and Administration; Vice Chancellor of Educational Services and Institutional Effectiveness; College President, Fresno City College; College President, Reedley College; Campus President, Willow International Community College Center [12-62] Diane Clerou
- C. Consideration to Appoint Director of State Center Consortium and Special Projects [12-63] Diane Clerou
- D. Consideration to Appoint Dean of Instruction, Reedley College [12-64] Diane Clerou
- E. Consideration to Appoint Interim Vice President of Instruction and Student Services, Willow International Community College Center [12-65] Diane Clerou
- F. Consideration to Appoint Interim Dean of Students, Willow International Community College Center [12-66] Diane Clerou

XV. ADJOURNMENT

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All supporting documents/materials pertaining to the open session agenda of a regular meeting are available for public inspection by contacting the office of the chancellor during the office hours of 8:00 a.m. to 5:00 p.m., Monday-Friday, at (559) 244-5902. Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Nina Acosta, executive secretary to the chancellor, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, 8:00 a.m. to 5:00 p.m., Monday- Friday, at least 48 hours before the meeting.

The board chairperson, under Board Policy 2350, has set a limit of three minutes each for those who wish to address the Board of Trustees. General comments will be heard under agenda section *Delegations, Petitions and Communications* at the beginning of the meeting. Those who wish to speak to items to be considered in closed session will be given the opportunity to do so following the completion of the open agenda and just prior to the board going into closed session. Individuals wishing to address the Board should fill out a request form and file it with interim Associate Vice Chancellor–Human Resources Diane Clerou at the beginning of the meeting.

CONSENT AGENDA  
BOARD OF TRUSTEES MEETING  
July 3, 2012

HUMAN RESOURCES

1. Employment, Change of Status, Academic Personnel [12-20HR]
2. Employment, Change of Status, Resignation, and Retirement,  
Classified Personnel [12-21HR]
3. Consideration to Approve Vice Chancellor of Educational Services &  
Institutional Effectiveness Job Description [12-22HR]
4. Consideration to Approve Revised District Director of DSP&S Job  
Description [12-23HR]
5. Consideration to Approve Reduction in Vacant College Center  
Assistant Position #5045 from 12 Months to 10 Months, Willow  
International Community College Center [12-24HR]

GENERAL

6. Consideration to Approve District Memberships in Educational  
Organizations [12-50G]
7. Consideration to Approve the Madera County School Boards  
Association Executive Committee 2012-13 Proposed Budget [12-51G]
8. Review of District Warrants and Checks [12-52G]
9. Consideration to Authorize Signatories for Orders and Registers [12-53G]
10. Consideration to Adopt Resolution Authorizing Agreement with the  
Commission on Peace Officer Standards and Training, Fresno City  
College [12-54G]
11. Consideration to Adopt Resolution Authorizing Agreement with  
California Department of Education for Child and Adult Care Food  
Program Elective and Mandatory Training, Fresno City College [12-55G]
12. Consideration to Adopt Resolution Authorizing Agreement with  
California Department of Education for Child and Adult Care Food  
Program Healthy and Active Preschoolers Website, Fresno City  
College [12-56G]

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: July 3, 2012

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SUBJECT:	Consideration to Approve Vice Chancellor of Educational Services & Institutional Effectiveness Job Description	ITEM NO.	12-22HR
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EXHIBIT: Job Description

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Background:

The Board of Trustees approved the title change from Associate Vice Chancellor of Workforce Development & Educational Services to Vice Chancellor of Educational Services & Institutional Effectiveness on June 5, 2012. This board item is to officially approve the Vice Chancellor of Educational Services & Institutional Effectiveness job description.

The primary function of the vice chancellor of educational services & institutional effectiveness, will be to facilitate the coordination and delivery of instructional services, student services, and planning districtwide. This position will lead the vice presidents of instruction, student services, and business services to operationalize the district strategic plan and evaluate its implementation. This position will also facilitate districtwide accreditation and institutional effectiveness activities, and will focus on the planning and evaluation of programs and services. It will enable the district to continue its efforts to develop a culture of data-driven decision making that is particularly critical during periods of fiscal uncertainty.

This position will coordinate and monitor the following functions to ensure accountability and educational excellence districtwide: strategic and integrated planning and accreditation initiatives; curriculum review and development; distance education; educational master planning; program development; career technical education; student assessment; staff development; student services; financial aid; admissions and records; reg-to-go; enrollment management; student attendance accounting; disabled student services; CalWORKs; health and psychological services; institutional research; district office and district operations administrative services review; review and development of instructional and student services board policies and administrative regulations; effective relations with community, governmental, educational organizations (kindergarten through university level); high-speed rail; workforce development; and adult basic education.

Recommendation:

It is recommended the Board of Trustees approve the Vice Chancellor of Educational Services & Institutional Effectiveness job description.

## STATE CENTER COMMUNITY COLLEGE DISTRICT

<b>Title</b>	<b>Classification</b>	<b>Salary Range/Assignment</b>
<b>Vice Chancellor of Educational Services &amp; Institutional Effectiveness</b>	<b>Management/Supervisory Academic Member Chancellor Cabinet</b>	<b>Senior Level Contract Days: 224</b>

### Distinguishing Characteristics

This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination.

### Essential Functions of the Position

Under administrative direction of the chancellor and in accordance with provisions of the education code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the district, the vice chancellor of educational services & institutional effectiveness will serve as the district's chief instructional and student services officer and district accreditation liaison officer, will provide leadership of districtwide planning, workforce development, curriculum development and institutional effectiveness initiatives and ensure student access and success in the areas of educational programs, student services, and career technical education, and will oversee the grants and resource development efforts by performing the following essential functions:

1. Serve as the chief advisor to the chancellor on strategic matters related to planning and educational services issues and other administrative concerns.
2. Oversees the development and implementation of the district educational and student services policies and participates in the formulation of organizational objectives, plans and strategies in accordance with the district's mission.
3. Implements processes, strategies and feasibility planning to ensure resource development needs are appropriated to achieve the district instructional and student services results.
4. Coordinates and directs the educational services and institutional effectiveness team and ensures the departments are effective and efficient.
5. Manages, integrates and provides leadership for a variety of districtwide instructional services to assure the viability and legality of educational programs.
6. Develops measurements and accountability strategies for major district programs and services and coordinates program outcomes.
7. Provides leadership for the strategic planning efforts and collaboratively develops and maintains a districtwide strategic plan and facilitates a strategic planning process.
8. Reviews pending legislation, legal mandates regulations, and guidelines which may affect district programs, functions and activities.
9. Develops legislative materials, analysis and strategies for reporting, decision-making and presentation purposes.



10. Complies with all district, county, state and federal requirements.
11. Represents the district on local, state committees as assigned by the chancellor.
12. Actively participates in budgeting process; ensures that the budget development process is responsive to the objectives developed during strategic planning.
13. Reviews and approves expenditures among the staff and promotes an organizational culture of customer service, innovation and quality services.
14. Develops effective administrative support systems to promote foundations, grant-writing, auxiliary services and other initiatives.
15. Administers districtwide grant writing initiatives including development of proposals, implementation of grants and identification of special funding opportunities.
16. Ensures continuous improvement of administrative services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.
17. Performs other duties assigned or delegated by the chancellor.
18. Provide districtwide leadership to instructional and student services programs.
19. Provide districtwide leadership of district institutional effectiveness.
20. Provide leadership in planning, organizing, directing and administering career technical education programs and the workforce development programs districtwide, and the career technical education advisory committee with the assistance of the college administration.
21. Maintain overall leadership in the collection of data and preparation of state and federal student and staff career technical education reports (i.e. Perkins funds and financial aid).
22. Coordinate and facilitate the efforts of the colleges to ensure proper implementation, review, evaluation and development of educational programs and student services (education planning and coordinating committee).
23. Maintain a common course numbering and catalog system across the district in concert with designated faculty and administrators.
24. Organize the development of the districtwide instructional calendar.
25. Provide leadership in the development and implementation of districtwide strategic and integrated planning and in the implementation and monitoring, evaluation and reporting of progress toward its achievement.
26. Responsible for development of budget recommendations and administration of the budgets and supervision of employees in his/her area of responsibility.
27. Provide leadership of the vice president group in the ongoing review, revision, development and implementation of board policies and administrative regulations to ensure compliance with legislative statutes and state and federal regulations.
28. Provide leadership to vice president group in the planning and implementation and coordination of academic programs, student support and administration services districtwide.
29. Provide leadership of the district's matriculation and strategic enrollment management efforts.
30. Provide leadership to the international education, career advancement academy, state center consortium and the center for international trade development operations and other selected districtwide grant funded programs.

31. Supervise the district grants office in the successful pursuit of resources from external sources and maintain districtwide support of efforts to enhance the grants development and management process.
32. Provide leadership to a comprehensive and coordinated district/college institutional research team and the development of a districtwide data warehouse and research agenda to validate student success and institutional effectiveness.
33. Represent the district at meetings and conferences with educational institutions and governmental agencies.
34. Initiate, plan, organize and conduct professional development programs to prepare management team to develop quality instructional programs, student services and undertake research projects that validate student success and institutional effectiveness.
35. Initiate and maintain effective partnerships and linkages with K-12, business, industry, governmental agencies and other postsecondary institutions to enhance the acquisition, access and sharing of resources to support student success districtwide.
36. Provide leadership of financial aid districtwide in order to ensure the delivery of quality financial aid services, compliance with applicable governmental requirements, the achievement of efficiencies and ongoing collaboration among the colleges/centers.
37. Responsible for the supervision of the district director of DSP&S in concert with the vice presidents of student services/designee and the provision of quality disabled services to eligible students at the college/centers of the district.
38. Other duties as assigned.

#### Minimum Qualifications

- Possession of a master's degree.
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

### Desired Qualifications

- Experience in instruction and student services programs and planning as well as supervisory responsibility for employees.

The vice chancellor of educational services & institutional effectiveness supervises, evaluates, and is responsible for the following positions:

Director of Grants  
Director Career Advancement Academy  
Secretary to the Vice Chancellor  
District Director of DSP&S  
District Dean of Students A&R

The vice chancellor of educational services and institutional effectiveness will have convening authority over the following:

SCCCD Vice Presidents Group  
ECPC Committee  
Registration-2-Go  
High Speed Rail  
Workforce Development  
District Research Team  
Financial Aid Officers  
Director of Grants