

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of August 17, 2011**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of August 17, 2011 was called to order at 6:10 p.m., by Ms. Gina Y. Ramos, Board Chairperson. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

**1. Swearing in & Administration of the Oath of Office to newly appointed and confirmed member, Mr. Richard P. Sablan.**

Chair Gina Ramos administered the Oath of Office to newly appointed board member, Mr. Richard P. Sablan. Mr. Sablan's term is for five years and he represents the general public.

**2. Roll Call**

**Trustees Present:** Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger (arrived at 6:50 p.m.), Mr. Frank P. Arriola, Mr. Richard P. Sablan.

**Not in attendance:** Mr. Edward G. Untalan (out sick).

**Others in attendance:** Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Attorney Catrina Campana, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen Santos, Vice President, Finance & Administration Division, Dr. Michelle Santos, Dean, School of Technology & Student Services, Ms. Lolita C. Reyes, Assistant Director, Development & Alumni Relations, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Joann Muna, Human Resources Administrator.

**Not in attendance:** Mr. Kenneth Bautista, Support Staff Advisory Member (prior commitment)

**2. Recital of Mission Statement**

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

**II. APPROVAL OF MINUTES - July 6, 2011 Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF JULY 6, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS**

- 1. A certificate of Appreciation from Homeland Coalition Guam**
- 2. A certificate: The President's Higher Education Community Service 2010 Honor Roll**

President Okada happily shared that the college received a certificate of appreciation for its participation and support of the 2011 Guam Homeless Coalition Passport to Services. In addition, the college also received the 2010 U.S. President's Honor Roll certificate for the extraordinary and exemplary community service contributions of its students, faculty, and staff in meeting critical community and national needs. This is the second time the college received this recognition.

**IV. PUBLIC DISCUSSION - No request made for public discussion.**

**V. REPORTS**

**1. President's Report:**

Financial Status: Based on the college's financial report dated August 2, 2011, President Okada reported that the college has *not* receive any funds from the Department of Administration since July 27, 2011. Currently, the college is owed a total of \$6.6 million – from the GenFund, \$4.6 million still owed, for LPN, \$180,000 still owed, for MDF, \$1.8 million still owed. With regard to the TAF, 100% of the funds have been received.

FY2011 Capital Improvement Projects (CIP) – The bike racks have been ordered and are expected to arrive soon. Ongoing renovation and/or replacement work continue on Buildings A, B, and D doors, Building A bathrooms, the water tank and pump house, campus walkways, and Building 500 windows.

**2. Monthly Activities Report**

Student Trustee: Currently vacant.

Faculty Advisory Member: Mr. Barry Mead reported on the following:

–For board consideration down the road, Mr. Mead made a suggestion to have an Employee Incentive Program to support tuition for immediate family members of an employee (husband, wife, son, daughter). This issue will first need to be presented and approved by the College Governing Council and the Faculty Senate.

Support Staff Advisory Member: Mr. Bautista was not in attendance.

**3. Board of Trustees Community Outreach Report**

Board Chair Gina Ramos and Trustee Richard Sablan attended Convocation held August 15 at the Hyatt.

**VI. UNFINISHED BUSINESS**

**1. Construction Project Updates**

Student Center - Construction continues to progress at 71% completed as of August 2, 2011. Work is on track and is expected to be fully completed by October 2011 with December 2011 being the actual required date for completion

Foundation Building Renovation: Renovation continues with 8% completed as of August 2, 2011. The expected completion date for the renovation project is February 2012.

Generator for Building D: As of August 2, 2011, the project is at 15% completed. The expected completion date is October 1, 2011.

Building 200 Renovation: The architectural and engineering design is still being worked on by the architects and upon completion will be presented to President Okada.

**VII. NEW BUSINESS**

**1. Guidelines for Student Trustee Eligibility and Election (recommended changes)**

After brief discussions on the recommended changes, the following action was taken:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES THE GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION WITH THE RECOMMENDED CHANGES DISCUSSED. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the Guidelines is attached).**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES THE 2012 STUDENT TRUSTEE ELECTION TO BE CONDUCTED MARCH 2012. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

*At 6:50pm, Trustee Belanger was in attendance.*

**2. Job Description Updates**  
**• Dean, Associate Dean, Program Specialist**

President Okada explained that the three job descriptions are academic positions which were last updated back in 1988. She emphasized that the recommended update to the job descriptions will be in line with the evaluation tool and the employees' assessment process. Additionally, in response to the difference between a position description and a job description, President Okada explained that a position description is updated every year to every two years with Management Team and the employee. The job description is updated every ten years or as needed.

For clarification purposes, brief discussions took place on the area of Minimum Experience & Training. Mr. Mead at this time commented that he is offended that faculty was not asked to participate in the update. Academic Vice President Dr. Somera responded that job description development is the responsibility of the Human Resources Administrator and management as dictated by benchmarks set by other community colleges in the nation (particularly in California).

**MOTION**

**IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE JOB DESCRIPTION UPDATES FOR DEAN, ASSOCIATE DEAN, AND PROGRAM SPECIALIST. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the job description updates is attached.)**

**3. President's Travel Schedule - August & September 2011**

President Okada noted that the funding to attend the 10<sup>th</sup> Annual Native Hawaiian Convention in Hawaii will be 100% from the Payuta Grant. This event is sponsored by the U.S. Department of Interior. Other members of the island community were also invited to attend this convention. Funding for the PPEC meeting will be 50% reimbursed.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD P. SABLON, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE TO ATTEND THE 10<sup>TH</sup> ANNUAL NATIVE HAWAIIAN CONVENTION ON AUGUST 22-26, 2011 IN HAWAII, AND THE PACIFIC POSTSECONDARY EDUCATION COUNCIL (PPEC) MEETING ON SEPTEMBER 26-27, 2011 IN HAWAII. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

At 7:30 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

1. **Personnel Matters**
  - **President's Annual Performance Evaluation (June 2010-June 2011)**
2. **Labor Management Relations**
3. **Legal Matters**

At 8:50 p.m., the meeting reconvened to open session.

**MOTION**


**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)**

**IX. ADJOURNMENT** - There being no further discussions, the meeting of August 17, 2011 adjourned at 9:55 p.m.

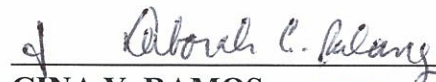
**SUBMITTED BY:**

  
\_\_\_\_\_  
**LOURDES V. BAUTISTA**  
Recording Secretary

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary  
SEP 07 2011

**APPROVED BY:**

  
\_\_\_\_\_  
**GINA Y. RAMOS**  
Chairperson  
SEP 07 2011

Attachment:

1. Guidelines for Student Trustee Eligibility and Election
2. Job Description Updates for Dean, Associate Dean, Program Specialist

## GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION

(Approved by the GCC Board of Trustees: August 17, 2011)

### **I. SELECTION COMMITTEE**

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

### **II. ELIGIBILITY REQUIREMENTS FOR STUDENT TRUSTEE**

- A. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits.)
- B. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
- C. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
- D. Shall have attended GCC for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
- E. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service as the Student Trustee.
- F. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
- G. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
- H. Shall deliver a campaign speech at all the scheduled Campaign Forums.
- I. Shall not be convicted of a felony.
- J. Shall submit a resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
- K. Shall not be a full-time Guam Community College Government of Guam employee.
- L. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
- M. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

### **III. VOTER ELIGIBILITY**

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

### **IV. VOTING PROCESS**

- A. The Dean responsible for Student Services via the Selection Committee:
  - 1. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
  - 2. Ensures that ballots are developed.
  - 3. Ensures campaign activities are conducted in accordance with all rules.
  - 4. Ensures elections are conducted in accordance with all rules.
  - 5. Ensures the tabulation is conducted in accordance with all rules.
  - 6. Certifies the results and submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
- B. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

### **V. TERM OF OFFICE AND DISMISSAL**

- A. Term of office is one year.
- B. Student Trustee must maintain all eligibility requirements throughout their term of office.

- C. Student Trustee will be dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service.
- D. Student Trustee will be dismissed from the position if he or she misses more than two consecutive regularly scheduled meetings.

**VI. REPLACEMENT OF STUDENT TRUSTEE**

If the Student Trustee is unable to complete the term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.

**VII. EXPECTATIONS OF A STUDENT TRUSTEE**

- A. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).
- B. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:
  - 1. Attend all Guam Community College Board of Trustees meetings and activities.
  - 2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.
  - 3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.

## RULES FOR CONDUCTING STUDENT TRUSTEE ELECTIONS

### **I. CAMPAIGNING**

- A. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
- B. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
- C. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
- D. No campaigning can occur in classrooms during scheduled instructional time.
- E. On Election Day, no one can campaign closer than 25 feet from the polling area.

### **II. VOTING**

- A. Students must present their current GCC student I.D. card in order to vote.
- B. Student voters must sign a voter registry and confirm their identity. (The Registrar will provide the registry.)
- C. Once voter status is verified, a ballot will be issued.
- D. The voter will be afforded privacy for completing the ballot.
- E. The completed ballot is to be placed in a locked ballot box by the voter.
- F. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
- G. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
- H. All elections must be conducted on campus.

### **III. ELECTION CHALLENGES**

The following process will be followed when filing challenges to the election:

- A. The Candidate filing the challenge must do so in writing and address challenge to the Selection Committee within two (2) working days from the election date.
- B. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
- C. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
- D. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

### **IV. TABULATION OF VOTES**

- A. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
- B. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
- C. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification. Candidates are allowed to have one representative present to observe the process.
- D. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
- E. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.



**V. ANNOUNCEMENT OF ELECTION RESULTS**

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

**VI. APPLICABILITY OF RULES**

The above rules are applicable to the Student Trustee elections at Guam Community College and must be followed without deviation.

**DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION**

*I hereby declare that the following is true and correct:*

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits.)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC immediately prior to running for this position and completed this regular semester term with a GPA of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time Guam Community College Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION for Candidate**

**for the GCC Board of Trustees Student Trustee**

*As required by the Guidelines for Student Trustee Elections, please submit a current resume.*

**Name:** (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

**How would you like your name to be printed on the ballot?** \_\_\_\_\_

**Address:**  
(Home) \_\_\_\_\_

(Mailing) \_\_\_\_\_

(E-mail) \_\_\_\_\_

**Contact Numbers:**

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Pager) \_\_\_\_\_

**GCC Student Identification Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_



**Guam Community College Enrollment Status:**       Full-Time       Part-Time

**Number of Credits attempted this semester:** \_\_\_\_\_

**Major (Program of Study):** \_\_\_\_\_

**Other College / University attending:** \_\_\_\_\_

**Names of Student Organizations / Membership – Positions Held:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe your Leadership Experiences:** \_\_\_\_\_

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**List any Leadership Courses / Workshops / Seminars Taken:** \_\_\_\_\_

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**Describe any Volunteer Services Rendered / Community Services provided:** \_\_\_\_\_

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**List past experiences which qualify you for this position:** \_\_\_\_\_

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**Why do you seek this position?** \_\_\_\_\_

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GUAM COMMUNITY COLLEGE  
Board of Trustees

CODE OF TRUSTEE ETHICS AND CONDUCT

WHEREAS, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

WHEREAS, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.
13. Maintain confidentiality of all board discussions held in closed sessions and recognize that deliberations of the board in closed sessions are not to be released or discussed in public without the prior approval of the board by majority vote.

Reviewed & Adopted: September 5, 2008  
Resolution 17-2008

Adopted: March 16, 1994  
Resolution 12-94

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## Dean

### **NATURE OF WORK:**

The position of Dean is a high level administrator at the College who reports directly to the Chief Academic Officer / Vice President for Academic Affairs. The Dean manages a large and complex division of the College which has various instructional and/or non-instructional support departments, programs, and both full-time and adjunct faculty and other professional and support personnel.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples may not include all the duties which may be assigned; and any one position may not include all of the duties listed).*

Manages the administration of the school at the secondary, postsecondary, and adult levels with assistance from the associate deans and department chairpersons.

### Program Development and Management

- Supervises, reviews, edits, program and course documents.
- Monitor's department assessment plans and implementation of the use of assessment results.
- Collaborates with dean(s), associate deans, department chairs, and coordinator for admissions and registration to assure a dynamic and student-centered class schedule that assures students can complete programs of study efficiently.
- Develops schedules of course offerings with dean(s), associate deans, department chairpersons, and the coordinator for admissions and registration and participates in the efficient use of the facilities.
- Works collaboratively to create and align division and program goals with the college's academic and strategic plan and the college's strategic directions.
- Maintains and organizes data for division planning.
- Plans, organizes, and oversees student development programs.
- Assists with grant development and monitoring grants assigned to the division.

### Budget and Resources

- Develops budget requests, allocates resources, and controls expenditures from approved budgets.
- Manages, distributes, and monitors area resources.
- Manages the division's budget and planning, personnel, procurement, inventory, and divisional expenditures.
- Participates in the planning of new facilities and their adaptation to the purpose of instruction.
- Monitors enrollment within division programs and across the college for trends and advanced warning for growth or decline.
- Assists in the efficient use of facilities.

### Leadership

- Fosters excellence in instruction and programming.

- Represents area of responsibility to appropriate community and professional organizations.
- Serves on several campus committees as part of the participatory governance structure.
- Represents the college on various committees or boards external to or related to the college.
- Performs important liaison functions with government agencies.
- Acts in the capacity of the Vice President for Academic Affairs in his/her absence when appointed by the President.

#### Personnel

- Defines job responsibilities, assigns duties, and supervises non-faculty personnel.
- Fosters faculty and staff professional growth.
- Evaluates faculty and staff and makes appropriate recommendations regarding rating and retention.
- Reviews and approves faculty schedules, workloads, leave forms and other submissions.
- Develops, plans and implements work schedules to ensure necessary coverage during regular and peak periods and certifies all payrolls.
- Interviews and screens all applicants for full-time teaching and other professional positions and makes recommendations to the President regarding employment.
- Applies appropriate disciplinary procedures when necessary and makes recommendations on discipline of faculty or staff to the President via the Vice President for Academic Affairs.

#### Policy Administration

- Participates in, initiates the development of, and ensures the enforcement of academic regulations, admission policies and procedures, student code of conduct, and student grievance and appeal procedures.
- Works closely with Departments to ensure advisory committees meet as required and reviews minutes for ideas on program direction and development.
- Maintains records and prepares reports.
- Participates in and supports the accreditation process.
- Advises the Vice President for Academic Affairs and the President of College-wide matters as requested.
- Ensures compliance with federal and local laws, rules and regulations, and Board policies in area of responsibilities.
- Serves on the President's management team.
- Insures the free exercise and protection of student rights on campus.

Anticipates, prevents, mediates and resolves conflicts and problems under areas of supervision.

Directs the activities of the associate dean.

Performs other related duties as assigned.

#### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of school administration.

Knowledge of the goals and objectives of the College and their relationship to the division.

Knowledge of the divisional programs.

Knowledge of budget development and implementation at the division level.

Knowledge of federal and state codes, laws and regulations relating to the function of the position.

Knowledge of student diversity and equity issues.

Ability to provide accountable leadership resulting in productive, efficient working relationships.

Ability to organize and plan effectively.

Ability to prioritize work, to establish realistic time schedules, and to meet deadlines.

Ability to comprehend and analyze detailed written matter.

Ability to communicate effectively in both oral and written forms.

Ability to understand and apply mathematical principles.

Ability to interpret and apply complex rules and regulations.

Ability to work effectively with a wide variety of people both individually and in groups.

Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.

Ability to comprehend the scope and inter-relationships between educational programs, program management, and the availability and use of financial and personnel resources.

Ability to provide administrative direction and supervision to program managers and staff.

Ability to select, train, supervise, motivate and evaluate program managers and other staff.

Ability to make independent judgments on the relationship between programs and financial accounting.

Ability to make effective decisions and take independent action.

Ability to research and analyze information.

Ability to identify trends and foresee problems.

Ability to visibly and positively represent College to the public.

Ability to work effectively under pressure.

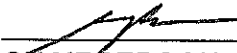
A good sense of humor.



**MINIMUM EXPERIENCE AND TRAINING:**

- A. Doctorate degree in any of the areas of professional education from an accredited college or university plus four (4) years teaching *and/or* school educational administrative experience: OR
- B. Master's degree in career technical area, educational administration or related area from an accredited college or university plus four (4) years administrative experience at a secondary or postsecondary career technical institution and at least four (4) years teaching experience at the secondary or postsecondary level.

Ratified:     AUG 17 2011    

  
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**CHAIRPERSON  
BOARD OF TRUSTEES**

## Associate Dean

### NATURE OF WORK:

The position of Associate Dean is a mid-level administrator at the College who reports directly to the divisional dean. General responsibilities include working closely with the respective divisional dean and staff of the division in curriculum, budgetary and personnel matters. Work is performed in accordance with established Board policies, laws, rules and regulations.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed.)*

#### Program Development and Management

- Provides technical assistance to instructional faculty and staff in the process of curriculum development, including documentation, review, improvement and/or creation.
- Provides assistance to instructional departments within the division in developing master schedules and room utilization within the division.
- Provides support to the dean in strategic planning to meet institutional goals.
- Works with the dean in preparation of student programs, policies, and handbooks.
- Assists in writing and/or managing various grants.
- Administers various programs as assigned by the Dean

#### Budget and Resources

- Provides assistance to instructional faculty in the budgetary process. Forms of assistance include budget development and expenditure processes.
- Assists in creating a safe environment for our students.
- Follows all budgeting processes relative to grants or student activities.
- Maintains inventory of division properties.

#### Leadership

- Serves as a member on College Committees as assigned.
- Provides liaison for coordination between divisions, departments and deans in instructional matters.
- Represent the Division at college events related to orientation, admissions and student programs.
- Provides support to faculty and programs in their assessment efforts.
- Develops adjunct faculty orientation, training, and services and identifies and recommends professional development opportunities for faculty and staff.
- Serves as representative for the Division as determined by Dean.

#### Personnel

- Evaluates faculty and staff and makes appropriate recommendations to the dean regarding rating and retention.

- Assists the dean in screening and interviewing applicants for full-time and part-time teaching and staff positions.
- Assists Dean with resolving issues and problems that arise with faculty, students, and staff.
- Maintains a positive and effective working relationship with faculty and staff.

#### Policy Administration

- Assists Dean in solving day-to-day personnel, supply, and equipment problems.
- Helps supervise student activities.
- Formulates student personnel policies, such as code of ethics.
- Maintains and oversees student behavior policies and related actions and records attendance and disciplinary procedures; keeps records of disciplinary actions; and confers with students, teachers and parents (in the secondary environment).
- Maintains records and prepares reports.
- Assists and advises the Dean as requested.
- Participates in the development and implementation of College policies and procedures.
- Ensures compliance with federal and local laws, rules and regulations, and Board policies in area of responsibilities.
- Insures the free exercise and protection of student rights on campus.

Continues to develop skills necessary for effective academic management and leadership.

Performs other related duties as required.

#### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of school administration.

Knowledge of the goals and objectives of the College and their relationship to the division.

Knowledge of the divisional programs.

Knowledge of all student activities and organizations.

Ability to work effectively with a wide variety of people, both individually and in groups.

Ability to speak and write clearly, concisely, and effectively.

Ability to comprehend and analyze detailed written matter.

Ability to organize and plan effectively.

Ability to prioritize work, establishes realistic timelines, and meets deadlines.

Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.

Ability to understand and apply mathematical principles.

Ability to comprehend the scope and interrelationships between educational programs, program management, and the availability and use of financial and personnel resources.

Ability to make independent judgments on the relationship between programs and financial accounting.

Ability to supervise work and training of professional and non-professional employees.

Ability to maintain school discipline.

Ability to effectively relate to students, parents, and staff members while administering disciplinary policies.

Ability to use sound judgment in evaluating administrative problems and in making effective recommendations.

Ability to work effectively under pressure.  
A good sense of humor.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Master's degree in career technical education area, educational administration or related area from an accredited college or university plus four (4) years experience in teaching or related services at the secondary or postsecondary level, of which two (2) years must have been as a department chairperson or related administrative experience; OR
- B. Bachelor's degree in career technical education area, educational administration or related area from an accreditation college or university plus eight (8) years experience in teaching or related services at the secondary or postsecondary level, of which two (2) years must have been as a department chairperson or related administrative experience.

Ratified:     AUG 17 2011    

  
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## Program Specialist

### **NATURE OF WORK IN THIS CLASS:**

This class of position is intended for use in a wide variety of specialized and complex assignments which may include, but are not limited to, new curriculum or new program of instruction, student support services, specialized training program, pilot program/project, and federal grants/aids.

Employees in this class are first level administrators and work responsibilities usually involve planning, development, coordination, implementation, and evaluation of the effectiveness of the program or project. Work is performed with considerable leeway for the exercise of independent judgment and individual initiative under the general administrative direction of a division administrator or some other college official. A very important aspect of the employee's responsibilities is the need to consult and work very closely with relevant line or operations personnel.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Conducts research to gather information, compile statistics and other data which may provide the background and baseline data for the program.

Conducts assessment of needs and other related work as may be required.

Organizes information that leads to the analysis of statistical data necessary to develop a program plan in one's assigned work responsibilities.

Writes the description, plan and organization for one's assigned program or project.

Consults with relevant college operations personnel during the program writing and development, particularly those who may be affected by the implementation of the program or project or those who may be assigned as implementers of the program or project.

Prepares budget for the project including anticipated funds from local government appropriations, federal grants or income generated by the project.

Requisitions supplies, materials and equipment consistent with the approved program budget.

Screens and recommends applicants for employment in the program, or otherwise participate in said screening process.

Monitors progress of the program and/or conducts continuing study of the latest technologies and trends regarding one's program, and recommends changes as appropriate.

Prepares monthly, quarterly and/or annual report as may be required by the program plan or grants award.

Performs other related duties as required.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the objectives of the program the employee is working in.

Knowledge of the goals and mission of the College and their relationship with one's program objective.

Knowledge of the organizational, functional and administrative relationships of the line and staff divisions within the College.

Skill in developing and maintaining a cooperative working relationship with other employees of the College.

Ability to speak and write clearly, concisely and effectively.

Ability to plan, develop, organize, implement and coordinate a complete program or project.

Ability to interpret and apply pertinent policies, regulations and related program guidelines.

**MIMIMUM EXPERIENCE AND TRAINING:**

- A. Master's degree from an accredited college or university with major emphasis in the program area of in a similar or related area relevant to the position/program applied for;  
OR
- B. Bachelor's degree from an accredited college or university with major emphasis in the program area, or in a similar or related area relevant to the position/program applied for, plus three (3) years of technical/professional work experience and/or teaching experience in the program area, or in a similar or related area.

Ratified:     AUG 17 2011    

  
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