



Proposal for the Position of Vice President, Administrative

A. Department/Discipline/Program Criteria

1. Identify current Comprehensive Program Review (in cycle) and current Annual Program Plan documents with position need and justification in the annual plan.

After several years of financial uncertainty forced by State budget reductions, the San Mateo County Community College District Board of Trustees presently has developed the goal of rebuilding the colleges. The position of Vice President, Administrative Services, was proposed by the District for all three colleges to improve administrative capacity. The District views the position as critical to improving campus operations and subsequently is providing the financial resources necessary to support this position at all three campuses. After careful review and consideration, the Cañada College President is in support of this addition to campus administration.

2. Identify specialized knowledge (area expertise) or training needed for the discipline/program.

The requirements for the position of Vice President, Administrative Services, include:

- Knowledge of planning, management, and analysis of complex budgets.
- Knowledge of the complex facility and infrastructure needs of community colleges.
- Experience with financial and organizational management.
- An understanding of and commitment to the mission of the community college.
- Highly developed analytical and organizational skills.
- Demonstrated written and oral communications skills along with the ability to work effectively with members of an academic community.
- Proven ability to work in a fast-paced, multi-task environment.

3. Identify extraordinary program development and/or needs (for example: are there laboratory oversight, industry connections, student mentoring, etc.).

There are gaps in the administrative oversight of the campus. This position will close many of these gaps through the following responsibilities:

- Business Services: Coordinate and supervise all Business Services' programs and ensure compliance with District policies, and State/Federal regulations.
- Budgeting: Coordinate the development and preparation of the college's annual operating budgets and provide expenditure and purchasing control.
- Planning/Program Review: Serve as a member of the District's budget leadership team and provide expertise in strategic planning, operational planning, and program review to facilitate attainment of District and institutional goals.
- Leadership Collaboration: Confer with college administrators and others regarding administrative issues that assure all segments of the college interface effectively and appropriately in support of the college's educational programs and services.
- Contract Administration: Serve as contract administrator for major college commercial contracts.
- Financial Reporting: Prepare regular financial reports for the college president, college budget committees, and other appropriate groups.
- Facilities Maintenance: Coordinate with District Facilities Maintenance and Operations regarding the operations of the college buildings and grounds, and custodial services.
- Emergency Preparedness: Coordinate with the District on emergency preparedness to include ICS/NIMS and SEMS Training in coordination with District Public Safety, and supervise the college emergency and disaster preparedness plans and procedures.
- Public Safety: Coordinate with Public Safety and senior management on any issues that may arise; serve as college liaison to District and Campus Department of Public Safety
- Community Emergency Response: Develop and maintain communications with community agencies, including local police and fire departments having jurisdiction over the college campus, and other agencies providing emergency response services.
- Facilities Use: Provide oversight for the use of college facilities, which also includes administering the college's facilities rental program.
- Facilities Construction: Organize, coordinate, and facilitate college level construction planning for new facilities and facilities modifications. Coordinate with District staff and contractors during the construction and/or modification of college facilities.
- Auxiliary Services: Serve as college liaison to District and Campus Auxiliary Services including bookstore and cafeteria.
- Cashiering: Direct and supervise all cashiering services for the college and provide full bookkeeping services for the Associated Students.
- Committees: Lead or participate in District-wide and college committees, initiatives, teams and ad hoc groups.

4. Describe any future economic, community or governmental initiatives/mandates this proposal is addressing.

In order to build capacity for growth as a college, it is essential for Cañada to have strong administrative support services. Increased funding through Federal, State, District and foundation sources will necessitate oversight from a high level position. In addition, both CSM and Skyline will have this position, and it is essential to maintain parity in District organizational structure.

5. Describe any budgetary implications of the proposal.

The District is providing funding for this position.

B. College Mission and Goals Criteria

1. Explain how the request supports the goals of the college strategic plan. Make sure to specifically address the strategic directions in the Educational Master Plan for the college (note: when document is finished, this will be hyperlinked).

The very purpose of the Vice President, Administrative Services is to provide the budget and planning vision, along with the support of campus facilities, which ensure that the college's faculty and staff are able to meet the goals of the institution's Education Master Plan and Strategic Plan. The Vice President, Administrative Services, will serve as a key member of the leadership team. He/she will contribute to developing campus strategies that provide responsive direction that supports student learning, enhances the teaching environment, and achieves the goals of improved completion rates, innovation, engagement, and community partnerships.

2. What unmet needs will this position address (student, district, community)?

The Vice President, Administrative Services will be responsible for improving the college's overall budgeting process. He/she will also be expected to team with the District in developing future allocation models. In addition, with proposed new facilities, there is a need to have a senior-level campus representative with the primary responsibility of advocating and articulating student and community need in facility construction and remodeling.

3. How will this position enhance retention and student success?

By having a greater capacity to work with the District on budget allocations, coordinated efforts with State and Federal agencies, and outreach to Foundation and private resources, the Vice President, Administrative Services will be able to facilitate increased funding opportunities for programs related to student retention and success. In addition, he/she will work carefully with the Vice President of Instruction, the Vice President of Student Services, and the Dean of Planning, Research and Institutional Effectiveness to ensure effective college responses to student enrollment trends and to anticipate departmental needs.

4. Describe how the position supports a pathway to student educational goal completion (certificate and/or degree) or GE transfer certification.

The Vice President, Administrative Services, will work closely with the VPI and the VPSS on ways to provide fiscal support for programs designed to increase educational goal completion.