

May 15, 2003

03-145

BOARD RESOLUTION CREATING POSITION OF VICE
PRESIDENT – ACADEMIC AND STUDENT AFFAIRS, AND
APPROVING APPOINTMENT OF DR. GUY SIEVERT TO
THE POSITION

PREPARED BY: Jerry Donnelly, Director – Human Resources

APPROVED BY: Jesus "Jess" Carreon, President

REPORT: During the past eighteen months the College has engaged in a comprehensive review of the district's internal operations as well as the Educational Master Plan process. Among the identified organizational needs are greater consistency in the areas of communication and leadership/coordination among the campuses and various administrative services for both academic and student affairs. This resolution creates a single point of service for this purpose.

Currently the responsibilities of the Dean of Academic Services include supervision of the administrative areas of Enrollment Services, Curriculum, Student Records, Financial Aid, Institutional Research, the Grants Office, PAVTEC, and the Office for Students with Disabilities. In addition the Dean oversees PCC relationships with contracting colleges. This resolution calls for that role to be expanded to include overall district coordination of student development and student services. (See Exhibit A for listing of duties and responsibilities of proposed position.)

This expanded position serves as a key advisor to the President on all academic and student services issues, works closely with the Executive Deans, Deans of Instruction and Deans of Student Development, and communicates with statewide educational leaders on academic and student matters important to PCC. The expanded responsibilities of this position warrant the title of Vice-President – Academic and Student Affairs.

Dr. Guy Sievert has served as Dean, Academic Services since July 1, 1998 with prior PCC service as Interim Dean of Student Development at the Cascade Campus. Dr. Sievert's academic credentials include: Ed.D. from West Virginia University (1985), certificate in College Management from Carnegie Mellon University (1977), M.Ed. from State University of New York (1974), and BA, History from State University New York (1967).

RECOMMENDATION: That the Board of Directors approve creation of the proposed position of Vice President – Academic and Student Affairs. That the position be provided compensation and benefits consistent with existing executive positions of the College as approved by the Board in Resolution 03-018 on September 12, 2002; and, that the Board approve appointment of Dr. Guy Sievert to this new position effective June 1, 2003 at a base salary of \$107,378.

Director McKinney moved to approve Resolution 03-045 and it passed unanimously.

**Duties and Responsibilities of the
Vice President for Academic and Student Affairs.**

General duties and responsibilities:

- Responsible for the coordination and oversight of academic programs and student services to ensure consistent delivery throughout the College.
- Assists in the development of all academic and student services policies and standard operating processes. Along with the President and Executive Deans, approves all such policies and processes.
- Responsible for managing the curriculum approval process.
- Coordinates the work of SACs and SAC administrative supports.
- Approves all SAC curriculum, policy, and instructor qualifications recommendations.
- Approves, along with the Campus Deans of Instruction, all competency-based instructor appointments.
- Coordinates all articulation agreements with external academic programs and approves all agreements that involve multi-campus programs.
- Oversees a college-wide assessment program for academic programs and student services.
- Oversees the relationship with the contracting colleges.

- Responsible for providing leadership, in concert with the Executive Deans, for the planning, organizing and assessment of new initiatives in academic and student affairs.
- Coordinates the responses to all legal issues involving students and related issues at PCC.
- Is the primary representative for the College to all external agencies and committees for academic and student related issues.
- Coordinates college-wide faculty and AP staff development.
- Assists in coordinating course scheduling throughout the district.
- Coordinates the College's new initiatives with business and industry partners and local school districts with the Executive Deans.

Specific duties:

- Serves as a member of the President's cabinet.
- Supervises the offices of Enrollment Services, Institutional Research, Curriculum, PAVTEC, Grants, and the Office for Students with Disabilities.
- Serves as the accreditation liaison officer to the Northwest Association of Schools and Colleges.
- Serves as an ex officio member of the EAC and its committee's.
- Chairs the Technology Planning Committee and advises the President, in coordination with the Vice President for Administrative Services, on district-wide technology issues.

- Directs the planning and implementation of the Carl Perkins grant.

Key relationships:

- Advises the President on all academic and student service related issues.
- Works closely with Executive Deans to ensure quality of programs and services throughout the district.
- Facilitates the work of the Deans of Instruction and Deans of Students in delivering programs and services to their campuses and in providing leadership to the college in their respective areas.
- Keep current on issues in the ASPCC and the Faculty/AP Federation.
- Advises Human Resources on faculty and AP staff employment issues.
- Communicates with statewide educational leaders on academic and student-related matters important to PCC.
- Works closely with Administrative and Financial Services Vice Presidents on budgeting issues.