

March 15, 2007

07-060

EXECUTIVE OFFICER REALIGNMENT

PREPARED BY: Jerry Donnelly, Director, Human Resources

APPROVED BY: Dr. Preston Pulliams, District President

REPORT: Over the last five years, Board members have become increasingly concerned with the impacts of revenue and cost instability experienced by the College. Specifically, the Board has expressed concern regarding the impact this environment has on access to Portland Community College (PCC) programs, both in terms of cost, depth, and diversity of instruction and services.

The District President has determined that additional management focus is required to develop key strategies for the future; more thoroughly explore, and where possible seize, opportunities to leverage available resources, (both PCC's and others') with bond program development and ongoing operations.

Much of this effort will explore new financial arrangements for providing additional means for access across the District. It is also essential that the plans to do this provide some "staying power" to build long-term capability within our organization.

To achieve these aims, the District President proposes to realign Executive assignments as follows:

- to promote the Associate Vice President – Finance to Executive Officer status as Vice President, Finance with annual base salary of \$127,314; and benefits consistent with the Board approved Executive package for FY2006-07 effective April 1, 2007.
- to promote the current Vice President, Administrative Services, to District Vice President with responsibilities as generally described in the attached, with annual base salary of \$136,369, effective July 1, 2007, per policy.

- to complete a process for transitioning the responsibilities of the Vice President, Administrative Services to the Vice President, Finance, who upon completion of the transition will become Vice President, Administrative Services
- during the transition, the Vice President, Administrative Services will focus increasingly on the aims discussed above.
- to create a non-executive financial leadership position, in the Financial Services Department.

Key to this proposal is the notion of managed transitions on a measured pace.

**RECOMMENDATION:**

That the Board approve the re-alignment of duties proposed above, in support of Board aims to provide both for stability in administrative functions and expanded focus on and pursuit of strategies for diversification of revenue.

## Classification Description

Title: District Vice President

Class: Management/Executive

Exempt Status: Exempt

Grade: Executive

### Nature and Scope of Work:

Under the direction of the District President, leads, plans and manages the general operation of the District, with particular focus on strategic planning, integration with other public agencies and for-profit entities, and "daily management". Work situations are typically broadly defined (if at all), complex, and unprecedented.

### Principal Accountabilities:

1. Advises the President on the overall management of all college matters including strategic planning and innovative/entrepreneurial/risk-oriented activities;
2. Directs long-term planning activities of entire college, with emphasis on that planning related to broad strategic positioning of the College within its District
3. Serves as a member of the President's executive council; works collaboratively with other executive council members in furtherance of the College's mission; plans and leads executive council meetings in the absence of the President; plans and manages the long-term agenda of the executive cabinet to ensure efficient, timely completion of college business
4. Directs development, planning, and implementation of future capital investment programs
5. Assists the President in developing transparent and performance-based budget and budget-accountability processes
6. Promotes and develops entrepreneurial activities for the college, including but not limited to those with public agencies, for-profit entities, and newly-formed business combinations
7. Advises the President concerning implementation of operational aspects of the Board Sustainability Policy
8. On behalf of the President, plans and implements key strategic programs as may be identified by the President
9. Develops, recommends, gains approval of, and leads implementation of organizational transition plans to ensure continuity of District operation and sound management; serves as mentor for transitioning executive and director-level employees
10. Serves as chief college liaison with legal counsel; determines/communicates college position on legal issues in consultation with the President
11. Assists the President in all duties assigned; speaks for and on behalf of the College and District President at internal meetings and committees within the district
12. Establishes, on behalf of the President, short-term and long-term Board agendas; assists President in maintaining effective and professional relationships with the college Board of Directors.