



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: 5-16-2017 Date of This Proposal: 5-9-2017

SUBJECT (item as it will appear on agenda): Approve the upgrade for Dean of Institutional Effectiveness to Vice President of Planning and Institutional Effectiveness. Eliminate the Grants Writer position and approve a new position of support staff Administrative Assistant to the Vice President of Planning and Institutional Effectiveness.

Reorganization of the reporting structure for the following functions:

- Institutional Effectiveness,
- Institutional Research,
- Grants Management and Compliance,
- Compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC),
- Strategic Planning, State Reporting,
- Achieving the Dream
- State Enrollment Reporting

RECOMMENDATION:

In order to more effectively manage these functions, the existing position of Dean of Institutional Effectiveness is upgraded to Vice President of Planning and Institutional Effectiveness. The area of Institutional Research and State Reporting are moved from the Vice President of Institutional Technology to the Vice President of Institutional Planning and Institutional Effectiveness. The position of Grants Writer is eliminated and replaced with a support staff -Administrative Assistant to the Vice President of Institutional Effectiveness. A copy of the proposed organization chart is attached.

BACKGROUND/RATIONALE:

The area of Institutional Planning and Institutional Effectiveness is critical for the College's success. In the past, components have been fragmented. This reorganization moves the functions under one area and improves oversight and coordination.

Estimated Cost and Budgetary Support (how will this be paid for?): \$-0- The upgrade and changes are estimated to be within the current budget allocation.

RESOURCE PERSON(S) [name(s) and title(s)]:

Betty A. McCrohan

SIGNATURES:

Betty A. McCrohan
Originator

5-9-17
Date

Cabinet-Level Supervisor

Date

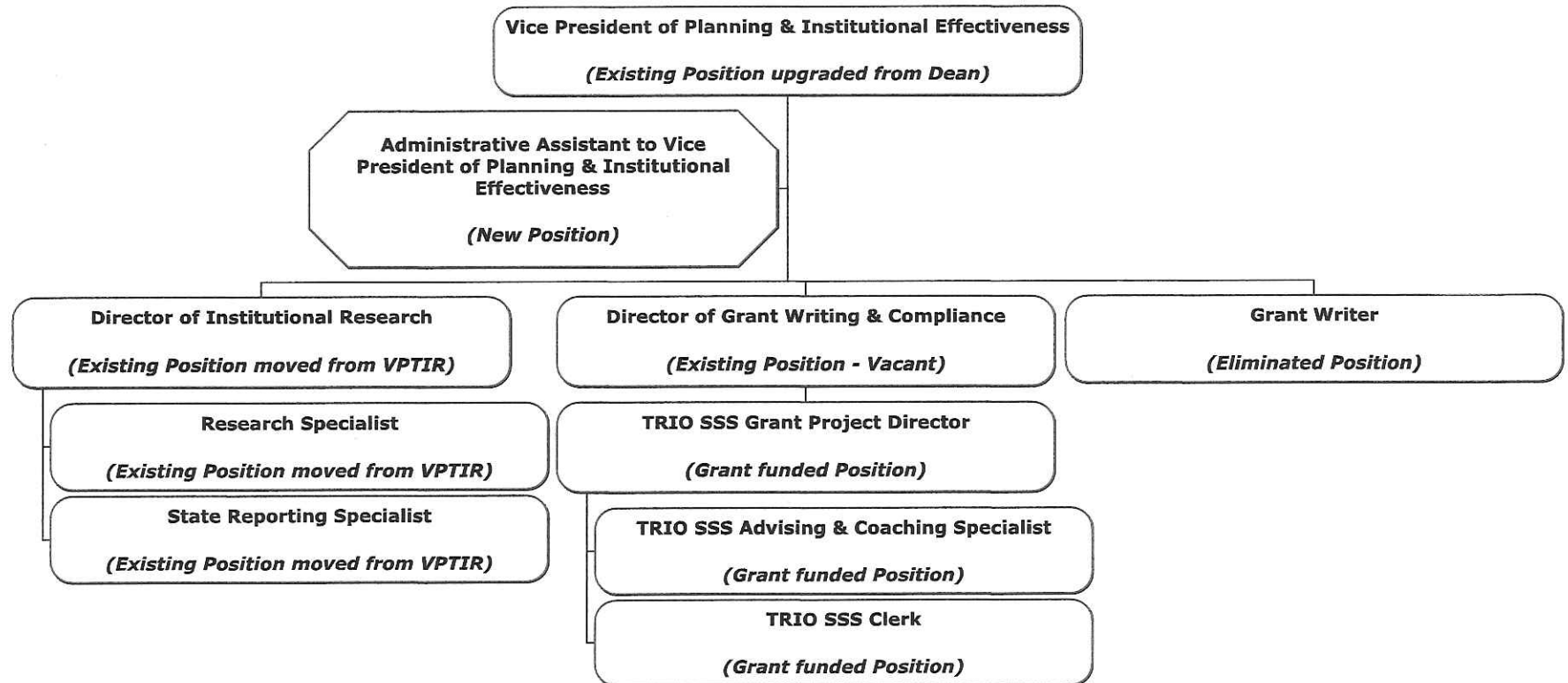
PRESIDENT'S APPROVAL:

Betty A. McCrohan
Reg 113

5-9-17



**Planning and Institutional
Effectiveness Organizational Chart
(DRAFT) Revised 05/09/17**





**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Vice President of Planning and Institutional Effectiveness	FLSA: Exempt GRADE: VP – 13 NBAPOSN: ADV006
LOCATION: Administration Building, A-210, Wharton Campus	EFFECTIVE DATE: February 28, 2017 REVISION DATE: February 28, 2017
REPORTS TO: President	

PURPOSE AND SCOPE:

The Vice President of Planning and Institutional Effectiveness provides leadership and coordination of College wide strategic planning efforts, budgeting strategies, development of external funding, institutional research and analysis, and institutional effectiveness measures. This position provides leadership in the generation, analysis, and dissemination of academic and administrative data for use in planning, policy-formulation, decision making and budgeting. This position works closely with other members of the Executive Cabinet to develop the institutional capacity to understand and leverage data sources to improve decision making accountability and progress towards College goals.

ESSENTIAL JOB FUNCTIONS:

1. Develops, implements, and maintains a system for ongoing comprehensive and inclusive strategic planning, assessment, and improvement processes.
2. Ensures a widespread understanding of the strategic planning process by engaging administrators, faculty, staff, and College Trustees.
3. Advises the Executive Cabinet on strengthening and ensuring alignment between resources, systems and goals as well as provides accurate and robust data that facilitates informed decision making for the institution.
4. Directs, design, and conducts research and analytical activities that supports planning, policy development, and strategic decision-making that will assist the College in developing new academic initiatives, responding to demographic and economic changes and tracking progress toward the achievement of strategic plan goals.
5. Recommends assessment plans and tools to advance the College’s mission and priorities and will lead the College’s accreditation efforts to ensure compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

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6. Manages the College's accreditation activities. Collaborates closely with the members of the Executive Cabinet to maximize the success of planning and accreditation/compliance processes. Works with the liaison to SACSCOC.
7. Chairs the College's Strategic Planning Committee and oversees the activities of strategic planning work groups.
8. Oversees the activities of the Office of Institutional Effectiveness.
9. Oversees the activities of the Office of Institutional Research.
10. Oversees the activities of the Office of External Funding (Grants).
11. Performs all other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Master's Degree in Mathematics, Management Information Systems, or in a research and planning related field. This position requires five years of full time work experience in a research planning or assessment related area. Strong planning, research, methodological, statistical and technology skills are required for this position. This position requires knowledge of federal, state, and accrediting agency regulations, policy trends, and initiatives related to planning, accreditation, and compliance reporting. This position requires experience supervising an office staff in the accomplishment of multiple, diverse projects. This position requires the incumbent to be proficient with computer software applications such as Word, Excel, and Database programs. A criminal background check is also required.

SUPERVISION OF OTHERS:

The Vice President of Planning and Institutional Effectiveness position has supervisory responsibilities over staff reporting to this position.

SUPERVISION AND DIRECTION RECEIVED:

The Vice President of Planning and Institutional Effectiveness is responsible and accountable to the President for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

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EQUIPMENT USED:

Equipment used by the Vice President of Planning and Institutional Effectiveness will be at a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of the Vice President of Planning and Institutional Effectiveness are the Board of Trustees, community, other colleges and local, state and federal agencies.

Internal contacts of the Vice President of Planning and Institutional Effectiveness are with administrators, faculty and staff.

COMPLEXITY/EFFORT:

This position involves attention to detail and accuracy and the ability to maintain confidential information. The incumbent in this position must have the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand inquiries from a variety of individuals and agencies, the ability to follow oral instructions from supervisor, and sufficient manual dexterity to prepare reports, graphics, and other data on the computer. This position requires the ability to work on a number of projects simultaneously, prioritize the workload and the ability to handle emergency situations as they arise. The incumbent in this position must have strong supervisory and leadership abilities. This position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tact, diplomacy, poise, and discretion at all times. The incumbent in this position must function effectively to achieve the college goals and mission. This position requires agreed-upon objectives are attained within a specified time frame and functional responsibilities of the position are executed at a level consistent with performance requirements.

WORKING CONDITIONS:

This position performs work primarily in a climate-controlled open office environment with computers. Exposure to natural atmospheric conditions such as dirt and dust, etc. is standard of an office environment. There is little physical effort and minimal exposure to safety hazards. Frequent travel and occasional use of a personal vehicle is required



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Administrative Assistant to the Vice President	FLSA: Non-Exempt GRADE: P-13 NBAPOSN: AD2001, AD2002, AD2003, AD2004
LOCATION: Wharton Campus	EFFECTIVE DATE: October 10, 2012 REVISION DATE: October 15, 2012
REPORTS TO: Vice President	

PURPOSE AND SCOPE:

The Administrative Assistant to the Vice President performs complex secretarial and administrative functions to assist the Vice President in carrying out his/her duties. This position is distinguished from other secretarial positions by the knowledge and functions needed to support the Vice President.

ESSENTIAL JOB FUNCTIONS:

1. This position performs routine general responsibilities of a secretary.
2. This position provides confidential administrative support to the Vice President on significant and/or sensitive issues related to the Vice President's area or the College.
3. This position interfaces with administrators, and college employees, answering questions and obtaining and dispensing information on behalf of the Vice President.
4. This position maintains the office in the absence of the Vice President by taking action authorized and using judgment to see that matters requiring attention are referred to delegated authority(s) or handled in a manner minimizing the effect of the Vice President's absence. This position transmits the Vice President's instructions to others during his/her absence from campus.
5. This position collects, summarizes, assembles, and reviews for completeness a wide variety of reports, agendas, correspondence, and other information requiring coordination with various departments and divisions within the College for use by the Vice President.
6. This position coordinates, implements, and provides support for a variety of unique functions, programs, and/or special events under the supervision of the Vice President.

7. This position is responsible for monitoring budget expenditures and preparing transfer requests.
8. This position maintains employee records of the staff reporting directly to the Vice President.
9. This position serves, as requested by the Vice President, as designated representative on various College Committees and may also serve as Secretary to Committees presided over by the Vice President.
10. This position executes other duties or tasks as assigned by the Vice President.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires AA Degree, or 60 college credit hours, or four years equivalent related office work experience. This position also requires four years of comparable office work experience. Exceptional customer service skills and interpersonal skills are required. The person in this position must be proficient in the use of computers and related software for word processing, spread sheets, and database management. Excellent written and communications skills are required. This position requires the ability to handle multiple tasks concurrently and with frequent interruptions. Strong organizational skills, initiative towards completion of assignments, and excellent follow through skills on all assignments and projects is required. The person in this position must have the ability to handle confidential information and the ability to work with minimal supervision. A criminal background check is required.

SUPERVISION OF OTHERS:

The Administrative Assistant to the Vice President, when designated, is responsible for supervision of part time and student workers.

SUPERVISION AND DIRECTION RECEIVED:

The Administrative Assistant to the Vice President is responsible and accountable to the Vice President for fulfilling the objectives, standards and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

The Administrative Assistant uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with the community and local and state agencies.

Internal contacts of this position are administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position requires the ability to work independently under pressure handling multiple tasks simultaneously. The person in this position must be able to make decisions requiring independent judgment, maintain confidential information, interpret and apply administrative and departmental policies, regulations, and rules, understand and follow complex oral and written instructions, compose correspondence independently and handle emergency situations as they arise in the office. This position requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer. This position requires the person to be a team player and establish professional working relationships with College employees and the general public. A high degree of judgment, tact, and discretion must be demonstrated at all times. The person in this position must have a demonstrated commitment to the mission of a comprehensive community college and be able to function effectively to achieve the College's goals.

WORKING CONDITIONS:

This position is performed primarily in a climate-controlled office environment with minimal exposure to atmospheric conditions and safety hazards. Job duties require little physical effort with light lifting for filing and shredding. This position may at times require evening and weekend work. Infrequent travel and occasional use of a personal vehicle is required in this position.

LAST MODIFIED: October 15, 2012

Employee's Signature

Date

Supervisor's Signature

Date

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