RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES
Special Meeting, Wednesday, February 15, 2006, 5:30 p.m.
Rio Hondo College – Board Room
3600 Workman Mill Road, Whittier, CA  90608

Members Present:  Mr. Gary Mendez (Presiding), Ms. Angela Acosta-Salazar, Mr. Garry Couso-Vasquez, Ms. Maria Elena Martinez (arrived at 6:25 p.m.), Mr. André Quintero

Members Absent:  Ms. Denice Gunn (Student Trustee)

Staff Members:  Dr. Rose Marie Joyce, President, Ms. Carolyn Russell (President, Academic Senate), Mr. Jim Newman (President, RHCFA), Ms. Sandy Sandello (Recorder)

I.  CALL TO ORDER

A.  Call to Order

Mr. Mendez called the meeting to order at 5:35 p.m.

B.  Pledge of Allegiance

Mr. Russell Castaneda-Calleros led the pledge of allegiance.

C.  Roll Call

Ms. Gunn was reported absent.  It was noted for the record that this was an excused absence.

D.  Open Communication for Public Comment

No public comments were made.

II.  ACTION ITEM

A.  BUILDING PROGRAM / FINANCE AND BUSINESS

1.  Approval of Memorandum of Understanding (MOU) with the Foundation for California Community Colleges for Participation in the Enterprise Resource Planning (ERP) Project

55.  It was moved by Mr. Quintero, seconded by Ms. Acosta-Salazar and carried unanimously, for the purposes of discussion.
It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the revision of the Board meeting dates listed with the correction below:

March 15, 2006   August 16, 2006
April 19, 2006   September 20, 2006
May 17, 2006     October 18, 2006
June 21, 2006   November 15, 2006
July 19, 2006   December 20, 2006

It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, for the purposes of discussion.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees table this item.

C. PERSONNEL

1. Job Title Change for Deans and Additional Management Responsibilities

It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the recommended revised job titles and job description and add the additional job responsibilities to all management job descriptions.

III. INFORMATION ITEMS

1. Building Program Update

IV. CLOSED SESSION

Mr. Mendez recessed the meeting to Closed Session at 7:55 p.m. The meeting was reconvened at 10:15 p.m. The following action was taken in Closed Session and reported out:
Pursuant to Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Section 87607 of the Education Code, full-time tenure-track faculty have been evaluated, the Board received statements for the most recent evaluations along with the recommendations of the President and the Board to consider the recommendations. There are 22 faculty members who will be reviewed, including those in their first, second and third contracts.

At the Board of Trustees meeting on February 1, 2006, the Board of Trustees reviewed evaluations for second, third and tenure employees.

At this time, the Board of Trustees must make a decision on the re-employment of these contract employees.

61. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees reconsider the evaluations of the 22 faculty members for the purposes of discussion.

62. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the faculty agenda as outlined below effective February 16, 2006:

1) First Contract Employees

It is recommended by the Superintendent/President that the following first contract employees be re-employed pursuant to Education Code 87608 as second contract employees for the 2006-2007 academic year.

Frank Accardo Arts & Cultural
Eugene Blackmun Business
Ada Brown Arts & Cultural
Alfred Forrest Student Health Services
Edward Gonzalez Technology
Rebecca Green Social Science
Juan Mares Physical Education
Theodore Preston Social Science
Kendra Seiler Health Science
Jodi Senk Physical Education

2) Second Contract Employees

It is recommended by the Superintendent/President that the following second contract employees be re-employed pursuant to Education Code 87608.5 as third contract employees for the following two academic years 2006-2007 & 2007-2008.

Daniel Garcia Technology
Angela Medina Communications

(Pursuant to Section 87607)
3) **Third Contract Employees (year 4) - TENURE**

It is recommended by the Superintendent/President that the following third contract employees be re-employed pursuant to Education Code 87609 as tenure employees for the academic years 2006-2007.

- Alan Bigos, Mathematics
- Linda Brown, Arts & Cultural
- Elaine Hemmenway, Mathematics
- Mathew Koutroulis, Physical Science
- Gail Modyman, Health Science
- Sondra Moe, Social Science
- Firous Mosharraf, Mathematics
- Gerald Wallace, Public Safety
- George Wang, Mathematics

**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

63. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the Faculty agenda – Non-re-employment of a faculty member in the Physical Education Department effective February 16, 2006.

**PUBLIC EMPLOYEE APPOINTMENT**

- Short Term Employee

64. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees take the appropriate action to employ Enrique Saldana, Para Professional Tutor, as a Short Term Employee effective February 16, 2006.

*(Pursuant to Section 54957.6)*

**CONFERENCE WITH LABOR NEGOTIATOR**
Agency Negotiator: Rose Marie Joyce
Employee Organization: CSEA/RHCFA

No action taken on this item.

V. **BOARD SUBCOMMITTEE REPORTS**

VI. **ADJOURNMENT**

Mr. Mendez adjourned the meeting at 10:30 p.m. The Next Regular Meeting of the Board of Trustees will be held on Wednesday, March 15, 2006, 6:00 p.m.; Board Room, Administration Building, Rio Hondo College.
RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, COMMUNITY AND EDUCATIONAL SERVICES

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of Community and Educational Services such as Contract Education, Community Services and special project and programs, and grant development; to coordinate assigned activities with other college divisions, other educational institutions and outside agencies; plan, manage and supervise the college’s strategic marketing plan and to provide highly responsible and complex professional support to the Vice President of Student and Community Services and perform other related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over administrators and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume full management responsibility of Community and Educational Services and activities such as categorical funding, community services, fee-based and contract education, and Title V Grant and programs.

Manage the development and implementation of Community and Educational Services goals, objectives, policies, and priorities; establish, within college policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of Community and Educational Services, programs, delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Community and Educational Services and programs to other college divisions and outside agencies; explain and interpret programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, counsel, and evaluate Community and Educational Services personnel; provide or coordinate staff training; work with employees to develop skills and abilities, as appropriate.

Administer applicable collective bargaining agreements.

Plan, direct, and coordinate the Community and Educational Services work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of program budgets;
Provide staff assistance to the Vice President of Student and Community Services; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community and Educational Services programs, policies, and procedures as appropriate.

Provide leadership and monitor implementation of Title V, Tech Prep, dual enrollment and other special projects as assigned.

Establish and coordinate advisory committees for Community and Educational Services, as appropriate, ensuring representation and expertise from the community.

Direct the development, writing, coordination and administration of grants, as appropriate.

Serve on local civic and/or community organizations as a college representative; serve as a liaison with professional organizations.

Develop, implement, and update a personal professional development plan.

Promote equal opportunity and student and gender equity to effectively serve the college’s diverse community.

Respond to and resolve difficult and sensitive student inquiries and complaints.

Manage a comprehensive marketing program, including development of effective promotional strategies and coordination of collaborative efforts to create, produce, and evaluate projects and advertising/promotional campaigns.

Establish and develop external communications with local, regional, and educational news media and with the public, including concept development, writing, editing, and distributing brochures, news and feature release, newsletter, mass and targeted direct mailing, print and broadcast advertising, public service announcements, and periodic information reports to the public regarding college activities and achievements.

Conduct market research to determine appropriate media resources for students and the college; direct the work of marketing consultant, design, write, publish and distribute recruitment brochures to high schools and the community through the campus recruitment staff;

Develop and manage the annual marketing budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop advertising campaign to promote college enrollment programs and services based on institutional and market research; direct and coordinate the work of the marketing consultants to edit and schedule advertising items and materials to promote student enrollment.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.
Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Serve as a liaison officer of the college for students and campus constituents.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of Community and Educational Services, program development and administration.

Basic marketing principles and concepts.

Knowledge of grant application and administration principles and concepts.

Principles and practices of budget preparation and administration; supervision, training, and performance evaluation.

Safe driving principles and practices.

Enrollment Management.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Community and Educational Services.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services.

Plan, organize, direct, and coordinate the work of administrators and professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to issues, concerns and needs.
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Community and Educational Services and functions.

Communicate effectively both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Training:**

Master’s degree from an accredited college or university.

**License or Certificate:**

 Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 55

**Effective Date:** May 11, 2005 (Dean II, Vocational Education and Economic Development)

**Revised Date:** February 16, 2006
DEFINITION

Under the direction of the Superintendent / President, plan, design, organize, control and direct operations and activities in the research, review, analysis, interpretation and reporting of various data and information used in assessing institutional effectiveness. Coordinate institutional master planning efforts and program review. Responsible for development and dissemination of analytical data related to academic, student and administrative programs, data supportive of educational master planning, student learning outcomes, enrollment trends, and required internal and state/federal external reports. Provide assistance and counsel in the analysis and interpretation of academic, student and administrative data in support of data-driven decision-making.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of variety data and information used in assessing institutional effectiveness.

Coordinate, develop and maintain planning materials, goals and objectives; research, interpret, analyze and explain student data and information to assist administrators developing and monitoring college plans; develop and monitor an enrollment management plan.

Update the educational master plan documents and fact book as needed.

Monitor and keep administrators current concerning demographics and community information and adequacy and effectiveness of college service; develop, maintain and ensure the integrity of students, staff and program databases for use in reports, planning and decision-making; ensure mandated data and reports are completed and submitted according to established time lines and requirements.

Develop, maintain and use institutional database to support decision making, budgeting, assessments and evaluations, program review, student learning outcomes, enrollment management and planning.

Analyze and review departmental budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Superintendent / President regarding institutional assessment, research and planning activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
Maintain current knowledge of laws, codes, ordinance, regulations and pending legislation related to institutional assessment, research, and planning; modify projects, studies, functions and procedures to ensure compliance with local, state and federal requirements as appropriate.

Use spreadsheets and other software to set up files for monitoring, format, and retrieve data related to statistical enrollments, demographics and other reports.

Provide direction and support for electronic communications such as the college home page and videos.

Gather and analyze regional and institutional demographics and psychographics and design various research strategies to meet enrollment and institutional goals.

Assist in the development of annual FTES projections for new, continuing, and returning students; provide updates periodically.

Provide consultation to administrators, personnel, committees and others concerning institutional research and enrollment planning; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related data, research, projects, reports, studies, systems, practices, measures, programs, policies and procedures.

Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations.

Develop, implement, plan, and document procedures for qualitative and quantitative data collection, analysis, and interpretation.

Identify primary institutional, local, state, federal and national demographics, economic trends, and other data to be used in research projects, reports, presentations, educational planning, and development.

Provide formative and summative feedback on institutional functioning and outcomes; synthesize information and report findings.

Document, write, and present research findings on such topics as student retention, cohort tracking, student and institutional learning outcomes, placement and outcomes assessment, matriculation, program review, and enrollment (Weekly Student Contact Hours (WSCH), Daily Student Attendance Hours (DSAH), Positive Attendance Hours, Weekly Census (WS), Daily Census (DH), Actual Hours (AH), and Unit Attendance (UA) data).

Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community.

Serve on local civic and/or community organizations as a college representative; serve as a liaison with professional organizations.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.
Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Develop, implement, and update a personal professional development plan.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Planning, organization and direction of institutional assessment, research and planning.

Organization, policies and objectives projects, surveys and studies used in assessing institutional effectiveness, assisting with College enrollment planning and decision-making

Advance principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Data collection information system and statistical software.

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making.

Survey, study and statistical analysis instruments, techniques and methodology.

Administration principles and concepts.

California Community College System and functioning on State, local, and institutional level.

District accounting practices.

Enrollment Management.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.

Safe driving principles and practices.
Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional support to the Presidents office.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to staff issues, concerns, and needs.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the Districts programs and functions.

Prepare comprehensive narrative and statistical reports.

Communicate effectively both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Minimum Qualifications:

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Training:

Masters degree in research-related field (such as statistics, mathematics, business, economics, social science or education).
Three or more years of increasingly responsible experience involving statistical research, review, analysis, interpretation and reporting including work with institutional assessments, research and planning functions.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 57

**Effective Date:** May 11, 2005 (Executive Director, Planning & Development)

**Revised Date:** February 16, 2006
DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities and operations of the Student Learning Support Division; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the Executive Vice President of Academic Services and perform other related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over faculty and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume full management responsibility for Student Learning Support Division programs, services, and activities including Learning Assistance Center, College catalog, articulation, library, accreditation and Virtual College.

Manage the development and implementation of Student Learning Support Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Assume responsibility for monitoring of faculty assignment sheets, and accuracy of student attendance accounting reports.

Continuously monitor and evaluate the efficiency and effectiveness of Student Learning Support Division service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Student Learning Support Division to other District divisions, elected officials and outside agencies; explain and interpret Student Learning Support Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, counsel, and evaluate Student Learning Support Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, and coordinate the Student Learning Support Division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Student Learning Support Division budget; direct the forecast of additional funds needed for staffing, equipment,
materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Supervise and manage staff, operations, and functions of the Learning Assistance Center.

Coordinate Student Learning Support Division activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the President and District Board; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Student Learning Support Division programs, policies, and procedures as appropriate.

Supervise the preparation of external publications such as, but not limited to class schedules, annual catalogs, brochures, manuals, directories, program flyers and bound reports.

Plan, organize, direct, and supervise the college library and Virtual College.

Oversee the college class schedule, catalog, temporary sign production, and audiovisual repair areas of the campus.

Coordinate and ensure the accuracy of course and instructor information in the college’s mainframe computer.

Ensure College compliance in matters of program and course approval, long-range planning, accreditation of programs, certification of students, and matters related to student services.

Review and update the course classification system, inventory of programs, and master course data file.

Plan, organize, develop, and maintain the transfer list and general education lists for articulation and graduation.

Serve as Articulation Officer and Accreditation Liaison Officer of the District.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Develop plans and procedures for student and academic services guidelines. Maintain communications within the College, with other colleges and universities, and community and public agencies.

Enhance student access and knowledge of transfer and career/workforce placement services provided by the College.
Establish and coordinate advisory committees for Student Learning Support Division programs, ensuring representation and expertise from the community.

Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff.

Promote creativity and innovation in the development and delivery of Student Learning Support Division programs.

Serve on local civic and/or community organizations as a College representative; serve as a liaison with professional organizations.

Develop, implement, and update a personal professional development plan.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction.

Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community.

Use a database and variety of computer software to set up and track community and student demographics, recruitment and retention strategies and outcomes.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of Student Learning Support programs.

Organizational and management practices as applied to the analysis and evaluation of Student Learning Support programs, policies, and operational needs.

Modern and complex principles and practices of Student Learning Support program development and administration.

Articulation, library management, and accounting principles and concepts.

Scheduling policies and procedures.

Pedagogical techniques and trends.

Community needs and resources as related to classes and subjects.
Enrollment Management.

Database applications.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Accreditation standards from WASC.

District mainframe computer.

Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Student Learning Support Division.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Manage, direct, and coordinate the work of faculty and professional, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Student Learning Support program goals.

Research, analyze, and evaluate new Student Learning Support program service delivery methods, procedures, and techniques.

Prepare and administer Student Learning Support program budgets.

Prepare clear and concise Student Learning Support program reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Student Learning Support programs and functions.

Communicate effectively both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Training:**

Master’s degree from an accredited college or university.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver’s license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 55

**Effective Date:** May 11, 2005
**Effective Date:** February 16, 2006