
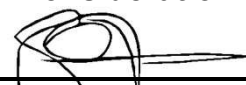


Subject: Approve New Position and Job Description – Vice President of Human Resources and Approve Revised Job Description and Division Name – Vice President of Administrative Services	Attachment: <ul style="list-style-type: none"> • Job Description – Vice President of Human Resources • Job Description – Vice President of Administrative Services
Category: Action Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information Consent ✓ Action </div>
Recommended:  <hr/> Charlie Ng, Vice President Business and Administrative Services	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Vice President – Human Resources

There is a need to create a new position and division for a vice president of human resources to oversee Human Resources and separate the department from Business and Administrative Services. This newly created division will focus on functions critical to recruiting, hiring, and developing employees. The newly created position will allow for more focus on labor relations, compliance, Title IX, and professional development and diversity, equity and inclusion (DEI) goals.

Vice President – Administrative Services

The Business and Administrative Services Division is being restructured to better focus on the college's efforts over the next decade. Human Resources will be removed from the division, and the division will oversee facilities, contracts and purchasing, and the \$455 million Measure MM bond. The change will allow oversight of additional program and project management duties. The division name will be changed to Administrative Services.

STATUS

Vice President – Human Resources

A program review plan was submitted as part of the program review process in 2017/18 to create the new position and division. The position is in the 2018/19 budget.

Vice President – Administrative Services

A program review plan was submitted as part of the program review process in 2017/18 to remove Human Resources from Business and Administrative Services and to rename the division to Administrative Services. The position is in the 2018/19 budget.

RECOMMENDATION

Approve new position and job description – Vice President of Human Resources and approve revised job description and division name – Vice President of Administrative Services, as stated above.