

Human Resources – Corporate

The following institution-wide administrators who work at SJVC's corporate headquarters in Visalia will support the Palmdale Campus operations:

Vice President of Student Enrollment Services

The VP of Student Enrollment Services, in collaboration with the Director of Admissions, will ensure that the campus admissions advisors receive training on college admissions policy and procedures. The VP also provides quarterly training to all SJVC admissions staff; which, upon ACCJC approval of this substantive change, will include the admissions staff hired for the Palmdale Campus.

The VP will also coordinate the marking efforts for this site.

Chief Financial Officer and Controller

The CFO and Controller, in collaboration with other college administrators, developed the budget for the Palmdale Campus and its proposed program offerings. Once the site is operational, members of the Campus Management Team will communicate directly with the CFO and the Controller concerning any revisions to the existing budget as well as the development of subsequent campus budgets.

Associate Vice President

The Associate Vice President will assign and coordinate the work of the Corporate Directors of Purchasing, Real Estate, Human Resources, Admissions, Instruction, Public Relations, and Graduate Services to ensure that all necessary preparations are made to support the start of the campus. She will also monitor the campus during its first year of operation to ensure that it is running efficiently.

Corporate Director of Instruction

The Corporate Director of Instruction will be involved in the hiring of faculty and support staff for the Palmdale Campus. She will conduct new faculty orientation for all instructional staff hired for this site. Topics will include teaching methodologies, classroom management techniques, academic policies and procedures, training on the Learning Management System (LMS), SLO assessment, etc. The Director will also provide periodic professional development for faculty and instructional administrative staff.

Corporate Director of Real Estate Development

The Corporate Director of Real Estate negotiated the lease agreement for the campus facility and developed the space allocation plan. **(Tab 11)** Once ACCJC approval is obtained, he will oversee construction of the site to ensure that the facility meets SJVC's specifications and program requirements. The Director's future communication with members of the Palmdale Campus Management Team will revolve around any facility issues or needs that may arise.

Corporate Director of Purchasing

The Corporate Director of Purchasing provided substantial input into the development of the campus and program equipment lists for the Palmdale Campus. **(Tab 20)** Once the site is operational, the Director of Purchasing and the campus' Facility Manager will work together to assure that all the necessary equipment and supplies are in stock and in good working condition.

Corporate Director of Admissions

The Corporate Director of Admissions will provide training to the Palmdale Campus Admissions Advisors on SJVC admissions policy and procedures. Once the campus is started, she will also provide any technical admissions support and will monitor the campus' admissions process to assure compliance with SJVC's admissions policies.

Corporate Director of Public Relations

The Corporate Director of Public Relations will assist the Palmdale Campus Director by developing ad hoc student and employee marketing campaigns, including the creation of collateral marketing materials and determining the optimum mechanism for delivering the campaign. She will also generate public relations programs to improve student retention and success.

Corporate Director of Graduate Services

The Corporate Director of Graduate Services and her staff will provide initial training for the Palmdale Campus Career Services Representative. The Director and her staff will also provide any technical support needs that may arise and will monitor the campus' graduate placement to ensure that goals are met.

The Career Services Department conducts periodic trainings and provides other professional development opportunities for Career Services staff. Pending ACCJC approval of this substantive change, the Palmdale Campus' Career Services staff will participate in these periodic trainings.

Corporate Director of Curriculum & Assessment

The Corporate Director of Curriculum & Assessment will provide training to the Palmdale Campus faculty on SLO assessment and the use of the LMS as a tool in the assessment process. She will teach the faculty how to create electronic grading rubrics and linked them to the corresponding SLOs. She and her staff will also schedule and coordinate the instructional program review process and curriculum conferences.

Corporate Director of Human Resources

The Corporate Director of Human Resources will provide training for the Palmdale Campus Director and his/her administrative assistant on a variety of subjects including, college policy and procedures, hiring authority and process, dispute resolution, interactive process, etc. She and her staff will be indirectly involved in the hiring process for this location; namely, by ensuring that all steps within the hiring process are properly executed. They will also provide future support in the areas of harassment prevention training, professional development, employee/student dispute resolution, etc.

Vice President of Administration and Assistant Vice President

Once the Palmdale Campus is established, the Campus Director will meet regularly with either the VP of Administration or the Assistant VP every 10 weeks to discuss campus operations such as graduate placement, slo assessment, student enrollment and attendance, faculty schedules, on-time graduation, staffing, and financial aid. The purpose of these meetings is to ensure that the campus is meeting its goals and objectives.

Vice President of Academic Affairs

The VP of Academic Affairs will provide indirect supervision and technical assistance to the Palmdale Campus concerning academic policies and procedures, faculty professional development, and plans for improving the campus.