

## **Vice President Level Planning Groups**

The College Planning Council will ensure that by the end of each fall term, four short-term Vice President Level planning groups are established to meet in the spring based on the following charge and membership. A planning group will be established for the Vice President of Academic Affairs, Administrative and Business Services, Economic and Workforce Development and Governmental Affairs, Human Resources, PCC, and Student Services.

### **Vice President Level Planning Group Charge**

**Every four-years each planning group shall:**

- Set Vice President-level goals
- Set four-year targets to measure annual progress on the Vice President-level goals.

**On an annual basis, each planning group shall:**

- Establish two separate meeting dates/times for the planning group to meet after the school and department planning deadlines have passed and prior to the deadline for the Vice President Level Plans.
- Review the previous year's Vice President Level Plan goals, priorities, and metrics.
- Provide presentations on each school-level (and where no school-level exists, department-level) plan to the planning group. These presentations should be focused on the goals, priorities, and metrics within each plan.
- Working with the tri-chairs of the planning group, establish a prioritization process to assist the planning group in determining which priorities (and the resource requests related to the priorities) will be recommended for inclusion in the Vice President Level Plans. This process should include an evaluation of data based on the four-year metrics established at the Vice President level to inform priorities for the coming year. Priorities in the Vice President Level Plan may be synthesized from the school and/or department plans, but a Vice President may determine to also include additional known priorities when they are absent from the department and/or school plans.
- Based on the recommendations from the Vice President Level Planning Group, the Vice President will develop the draft Vice President Level Plan prior to the deadline established by the College Planning Committee. A draft should be completed in time to be sent to the Vice President-Level planning group for a final opportunity for review and recommendations.
- At the conclusion of the Vice President level planning process, the Vice-President, working with their Academic and Classified Senate tri-chairs, will email the final Vice President Level Plan for the coming fiscal year to all departments within their respective areas.

## **Vice President Level Planning Group Memberships:**

Each Vice President Level Planning Group will be organized and tri-chaired by the area Vice President, an Academic Senate Executive member, and a Classified Senate Executive Member appointed at a College Planning Council meeting during the fall term. The tri-chairs will be jointly responsible for setting the two Vice President Level Planning Group meetings and ensuring the progress of the groups' work.

### **Vice President of Academic Affairs Planning Group:**

- Vice President of Academic Affairs
- Academic Senate Executive Appointee (tri-chair)
- Classified Senate Executive Appointee (tri-chair)
- Dean and faculty co-chairs of the school-level planning groups under Academic Affairs
- Library and Learning and Academic Resources Department Heads
- Associate Dean and classified staff representative for Online Learning and Educational Technology Departments
- Dean of Academic Affairs and classified staff representative for Academic Services
- Academic Senate President
- Curriculum Chair
- Faculty Professional Development Chair
- 2 Classified Representatives (1 from an instructional department and 1 from Library or Learning and Academic Resources)
- 1 ASB Representative

### **Vice President of Administrative and Business Services**

- Vice President of Business Services
- Academic Senate Executive Appointee (tri-chair)
- Classified Senate Executive Appointee (tri-chair)
- Director or management representative from each of the Business Services divisions
- Classified Representative from each of the Business Services divisions
- 1 ASB Representative

### **Vice President of Economic and Workforce Development and Governmental Affairs**

- Vice President of Economic and Workforce Development and Governmental Affairs
- Academic Senate Executive Appointee (tri-chair)
- Classified Senate Executive Appointee (tri-chair)
- Director or management representative from the Economic and Workforce Divisions
- Classified Representative from the Economic and Workforce Divisions
- 1 ASB Representative

### **Vice President of Human Resources**

- Vice President of Human Resources
- Academic Senate Executive Appointee (tri-chair)
- Classified Senate Executive Appointee (tri-chair)
- Associate Vice President of Human Resources, Executive Director of Classified Personnel
- 1 Human Resources Confidential Representative

### **Associate Vice President of Pacific Coast Campus**

- Associate Vice President of Pacific Coast Campus
- Academic Senate Executive Appointee (tri-chair)
- Classified Senate Executive Appointee (tri-chair)

- 7 PCC faculty including 1 PCC faculty at-large, 1 PCC Counseling faculty, 1 PCC Librarian, 1 PCC English as a Second Language faculty, 1 PCC faculty from the School of Career Education, 1 PCC faculty from the School of Applied Technology, 1 Instructional Specialist representing PCC Multidisciplinary Success Centers
- (6) PCC Classified Staff including (2) PCC Classified Staff from Academic Affairs departments; (2) PCC Classified Staff from Student Services departments (with consideration of Justice Scholars, CalWORKs, Basic Needs, and Foster Youth); (1) PCC Facilities Department Classified Staff; (1) Classified Staff from the PCC Multidisciplinary Success Center
- (1) Career Technical Education Student
- (1) student (representing Foster Youth, Basic Needs, Justice Scholars, and/or CalWORKs)
- ASB Vice President, Pacific Coast Campus
- Dean of Enrollment Services
- Dean or Associate Dean of Career Technical Education
- Director of Workforce Development
- Lifetime Learning Center Director or Designee
- PCC Child Development Center Manager
- Facilities Operations Manager

### **Vice President of Student Services**

- Vice President of Student Services
- Academic Senate Executive Appointee (tri-chair)
- Classified Senate Executive Appointee (tri-chair)
- Administrative Dean from each of the Student Support Services Divisions
- Director of Athletics
- 5 Faculty Representatives from school planning groups, including the Counseling and Student Support Services School Plan Faculty Co-Chair and Student Equity School Plan Faculty Co-Chair (In total: 1 General Counseling, 1 Counseling Department Head, 1 DSPS, 1 EOPS, 1 Matriculation)
- 5 Classified Representatives from school planning groups (1 each from Athletics, Counseling and Student Support Services, Enrollment Services, Student Affairs, Student Equity)
- 2 ASB Representatives, 3 students appointed by ASB representing special programs that support disproportionately impacted groups