

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-2420
Page 1 of 2

VICE PRESIDENT AND ASSISTANT TO THE PRESIDENT

Appointment

1. The Vice President and Assistant to the President is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Vice President and Assistant to the President is responsible to the Superintendent/President.

Duties

The Vice President and Assistant to the President is responsible for:

1. Coordinating all college and district community activities.
2. Scheduling use of college facilities by off-campus groups, including:
 - a. Reserving facilities
 - b. Coordinating the variety and nature of programs so as to maintain a balanced calendar
 - c. Providing all college personnel involved with necessary instructions and information regarding use of facilities by off-campus organizations
 - d. Submitting requests for use of college facilities by off-campus groups to the Superintendent/President for Board action
3. Assisting with arrangements for visitations by off-campus groups to the various college facilities.
4. Coordinating the production of all college bulletins and brochures with the Coordinator of Public Information.
5. Maintaining supplies of all college brochures and publications.
6. Publishing the Citrus College bulletin.
7. Coordinating community requests for public appearances of faculty and staff members.
8. Supervising the operation of the Associated Student Body Bookstore.

9. Serving as administrative athletic representative to the conference and CCJA athletic committees and be responsible for the verification of athletic eligibility of all intercollegiate athletes.
10. Coordinating all college-related alumni activities.
11. Assisting in the development of programs for the community with community organizations, and working with Community Services advisory committees.
12. Coordinating all noncredit, short-term programs.
13. Coordinating the total operation of the auditorium, including scheduling of events for on-campus and off-campus programs.
14. Coordinating all elections for the Citrus Community College District.
15. Preparing an annual statistical report on the use of college facilities.
16. Assuming special responsibilities as directed by the Superintendent/President.

The Vice President and Assistant to the President shall serve in the following capacities:

1. Member of the President's Cabinet.
2. Member of the Steering Committee.
3. Chair of the Community Services Committee.

Adopted 7/1/66
Revised..... 5/9/74
12/14/76