



State of Rhode Island and Providence Plantations
Council on Postsecondary Education
OFFICE OF THE POSTSECONDARY COMMISSIONER
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Enclosure 8e
May 25, 2016

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TO: Members of the Council on Postsecondary Education
FROM: Jim Purcell, Ed.D, Commissioner for Postsecondary Education
DATE: May 20, 2016
RE: **Staff positions for the Westerly Higher Education and Industry Center**

Background

The Westerly Higher Education and Industry Center is an innovative facility designed to bring together higher education, business, industry and community partners to serve the workforce and community needs of southwestern Rhode Island and the state. With strong community leadership and significant philanthropic support by the Royce Family Foundation, the Center is poised to be a model for successful public/ private partnerships throughout the region. The Westerly Center is being designed to be a self-funded entity based on facility-use fees with separate revenue and expense accounts for the Center being established. Revenue from training for Electric Boat and other entities will go into the agency account and will be used to cover operating expenses.

Center staff, under the umbrella of OPC, will address the day-to-day management of the Center and will also be tasked with:

- identifying prospective businesses that have workforce training needs
- connecting them with our institutions or other educational providers to deliver those services at the center.

Using non-campus personnel to operate a higher learning centers has worked well in other states and is something the legislative leaders and the Governor's office find to be very workable.

The Westerly Higher Education and Industry Center will be another component of the OPC organization, similar to RIHEAA which became an OPC subdivision in last year's budget act.

This format would allow the different institutions (CCRI, RIC, and URI) to concentrate their efforts on what they do best (instruction). CCRI will still be the primary education provider for EB training at the Center. Operational personnel of the Westerly Center would include 3 staff members:

- Executive Director
- Marketing Director
- Operations Coordinator.

The PRC has reviewed these positions and has placed them in the appropriate personnel classification. Job descriptions were adapted from Higher Education Center positions in others states and adapted to RI-specific criteria. The job descriptions follow.

Class Code:
Position #:
Developed by: JP
Reviewed by: LK, DLJ
Approved by: JP
Date: 05/16

Office of the Postsecondary Commissioner

Office of Human Resources

POSITION DESCRIPTION

POSITION: Executive Director – Westerly Higher Education and Industry Center

DIVISION: Office of Postsecondary Commissioner (OPC)

REPORTS TO: Commissioner of Postsecondary Education

GRADE: 12

SUPERVISES: Professionals and Support Staff

BASIC FUNCTION:

Coordinate the day-to-day programs and services offered at the Westerly Higher Education and Industry Center. Serve as primary contact for campus activities and information. Ensure the scheduling and management of all programs and services offered at the Center. Provide excellent customer service to students, staff, clients and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership for the administrative and planning functions of the Westerly Higher Education and Industry Center.

Develop plans for long-term educational programs and financial stability.

Advise and seek the advice from the Council on Postsecondary Education (CPE) and the Westerly Center advisory group on pertinent issues and areas requiring policy clarification.

Establish policies and guidelines for efficient and sound management of the Center and its finances.

Implement CPE and Westerly Center policies.

Deposit and disburse monies and valuables of the Center with authorization from and with adherence to established CPE policies and procedures.

Stimulate the development of innovative programs and delivery systems.

Assess and communicate the education needs of the region to participating institutions.

Coordinate with participating institutions in identifying the curriculum to be offered, facilities required and student services needed for various educational activities.

Serve as a liaison to the Council of Postsecondary Education and the Center advisory group.

Monitor Center finances.

Maintain a master schedule of the facility classroom and labs to best optimize facility utilization.

Approve contracts under \$50,000 for utilization of the facilities. For contracts exceeding that amount, prepare documents for approval by the Commissioner of Postsecondary Education.

Develop, organize and maintain a system to gather and analyze data for managing the Center and for providing reports to the CPE, state agencies and participating institutions.

Develop and maintain marketing, public relations and public information programs.

Assist the Commissioner of Postsecondary Education to employ, evaluate and/or terminate Center staff in accordance with state law and CPE policy.

Develop and maintain a list of approved vendors for the Center.

Ensure that the building is properly insured, maintained and secured.

Perform other duties as assigned.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

REQUIRED: Master's degree; Demonstrated ability to work independently; Demonstrated excellent written and oral communications skills; Demonstrated familiarity with Westerly and the surrounding region; Demonstrated familiarity with the academic and industry training offerings of both the state's public colleges and universities and the Department of Labor and Training; Demonstrated proficiency with word processing and spreadsheet software; Demonstrated experience with planning and budgeting of a complex organization; Demonstrated strong organizational skills; Demonstrated strong

interpersonal skills; Demonstrated valid driver's license and access to transportation; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

OPC is an Equal Opportunity / Diversity Employer.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Class Code:
Position #:
Developed by: JP
Reviewed by:LK, DLJ
Approved by: JP
Date: 05/16

Office of the Postsecondary Commissioner

Office of Human Resources

POSITION DESCRIPTION

TITLE: Marketing Director – Westerly Higher Education and Industry Center

DIVISION: Office of Postsecondary Commissioner (OPC)

REPORTS TO: Executive Director of the Westerly Higher Education and Industry Center

GRADE: 10

SUPERVISES: Support Staff

BASIC FUNCTION:

Promote the utilization of the Westerly Higher Education and Industry Center to business, industry, colleges, universities and other training providers. Proactively seek opportunities for providing educational and training services for the Westerly region.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and implement a Marketing Plan for promoting the Westerly Higher Education and Industry Center.

Develop brochures and other promotional materials about the Center.

Visit businesses, industries, trade organizations and community service agencies to identify educational and training needs that could be delivered at the Center.

Visit the state's colleges and universities and the Department of Labor and Training to identify educational and training services that may be offered at the Center.

Actively participate in state and regional Chamber of Commerce activities and attend Department of Commerce and Department of Labor and Training meetings regarding workforce training.

Support trade group meetings by attending, presenting and hosting an information table about the Center.

Generate reports regarding the training needs of the region and how the Center has addressed such needs.

Perform other duties as assigned.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

REQUIRED: Bachelor's degree in related field; Demonstrated ability to work independently; Demonstrated excellent written and oral communications skills; Demonstrated strong organizational skills; Demonstrated strong interpersonal skills; Demonstrated experience in developing promotional materials and conducting outreach; Demonstrated valid driver's license and access to transportation; Willingness to travel in the region; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree.

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Class Code:
Position #:
Developed by: JP
Reviewed by:LK, DLJ
Approved by: JP
Date: 05/16

Office of the Postsecondary Commissioner

Office of Human Resources

POSITION DESCRIPTION

TITLE: Operations Coordinator – Westerly
Higher Education and Industry Center

DIVISION: Office of Postsecondary Commissioner
(OPC)

REPORTS TO: Executive Director of the Westerly Higher
Education and Industry Center

GRADE: 8

SUPERVISES: Support Staff

BASIC FUNCTION:

Coordinate the daily operations of the Westerly Higher Education and Industry Center. Provide excellent customer service to students, staff, visitors, business and industry customers and educational providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the daily operations of the Westerly Higher Education and Industry Center.

Work with service providers contracted to maintain the cleanliness and safety of the building;

Respond to and direct inquiries to appropriate individuals, as necessary.

Assure that the building is open during regular operating hours and open before and closed after Center events.

Schedule training and instructional events for the Center and maintain the master schedule for the Center.

Maintain and ensure implementation of contractual documents regarding services to be provided by utilizers of the facility.

Monitor the working condition of all technology within the building and engage appropriate repair person to resolve any issues.

Issue keys and allow room access to instructional providers, as appropriate.

Monitor security cameras to ensure their full functionality and maintain storage of camera images for the appropriate period of time defined in the Center Handbook.

Monitor inclement weather conditions and then implement or request appropriate safety protocols.

Maintain a listing of the Center's approved food providers and monitor their adherence to the criteria outlined in the Center Handbook.

Provide tours of the Center.

Maintain signage in the building.

Perform other duties as assigned.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

REQUIRED: Bachelor's degree in related field; Demonstrated experience in coordinating day-to-day activities of an office or agency; Demonstrated ability to work independently; Willingness to work evenings and weekends; Demonstrated strong oral and written communication skills; Demonstrated strong organizational skills; Demonstrated strong interpersonal skills; Demonstrated valid driver's license and access to transportation; Willingness to travel in the region as requested by the Executive Director; and Demonstrated ability to work with diverse groups/populations.

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