



Handbook Of Operating Procedures

PURPOSE AND RESPONSIBILITIES/VICE PRESIDENT FOR PARTNERSHIP AFFAIRS

A. Purpose

The following describes the general duties and responsibilities of the Vice President for Partnership Affairs.

B. Duties and Responsibilities

The Vice President for Partnership Affairs (VPPA) reports directly to the President on matters relating to the Texas Southmost College District and the TSC Board of Trustees, and to the Provost on other matters.

Primary duties of the Vice President for Partnership Affairs include oversight of and responsibility for construction of new facilities, renovation of existing facilities, and for property acquisition; grounds and facilities master planning, operations and activities of Physical Plant; operation of the Texas Southmost College District, including tax rate setting, budget preparation, financial reports, audits, bond elections and issuances, investment of funds, and TSC Foundation meetings; support for the TSC Board of Trustees in the areas of Board policy, meetings, elections, and workshops; the development, implementation, and periodic revision of UTB/TSC interagency partnership agreements and contracts.

The VPPA provides administrative supervision of the Assistant Vice President for Facilities Services, the Assistant Vice President for Finance, the Assistant Vice President for Planning and Construction, the Director of Physical Plant, the Director of Finance, and the Operations and Services Manager.

C. Review

This policy will be reviewed after each legislative session (every odd numbered year), no later than December 31, by the Vice President for Partnership Affairs.