Bakersfield College

2025-2026 Administrative Structure Review

Team

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BAKERSFIELD COLLEGE

Process, Team, and Timeline

The Bakersfield College Administrative Structure Review process was developed in response to accreditation standards that address college resources. The ACCJC Institutional Self-Evaluation Report Accreditation Standard 3, Infrastructure and Resources address the use of college resources in Standard 3.1, requiring:

"The institution employs qualified faculty, staff, administrators, and other personnel to support and sustain educational services and improve student access. The institution maintains appropriate policies and regularly assesses its employment practices to promote and improve equity, diversity, and mission fulfillment. (ER 8, ER 14)

The charge of this task force was to review position requests related to GU001 for administrative and classified positions, rank those positions, and present the recommendations to Academic Senate and College Council. The fiscal year 2025-2026 Administrative Structure Review Task Force members were:

Dr. Queen E. King (chair)	Management
Timothy (TJ) Mason (Classified)	Classified
Victor Diaz (Faculty)	Faculty
Ann Tatum (Faculty)	Faculty
Nicky Damania (Student Life)	Management
Sooyeon Kim (Institutional Research)	Management
Rich McCrow (Instruction)	Management
Somaly Boles (Budget)	Budget
Jo Ellen Barnes (support, clerical)	Support

Process

The team reviewed both administrative and classified position requests. These requests were submitted from all divisions: Finance and Administrative Services, Instruction, President's Office, and Student Life. Representatives from each division reviewed the requests, position descriptions, the rationale for the request, and divisional priorities with their respective divisions, including executive leadership. During these discussions, team members made inquiries and made other information requests as needed. After these reviews were completed, task force members completed anonymous surveys ranking the positions based on divisional priorities. Due to the delays in the process, the task force was reconvened in Fall 2025 to reconfirm the divisional priorities. In addition, the Vice President of FAS, met with the executive team to review the final task force rankings to confirm divisional priorities and position funding.

Timeline

March 25, 2025:

- Received Administrative Structure review file.

March 26 -31, 2025:

- Consolidated all positions requests, both classified and management positions, into one file for task force review
- Begun cross-referencing requests for Bakersfield College's position management and vacancy reports. This process was implemented to confirm that requested positions were neither existing positions nor currently under recruitment.
- Obtained positions descriptions from KCCD website. Position descriptions were linked to administrative review file for task force review.

April 3, 2025: Administrative Structure Review Introductory Meeting

- Conducted team introductions.
- Provided overview of Administrative Structure Review Process and obtained feedback from prior year's process.
- Shared proposed timeline and Program Review FY24-25 Administrative classified and management position requests.

April 7, 2025: Administrative Structure Review Meeting #1

- Reviewed process and timeline.
- Requested information regarding organizational changes, title changes, and new positions.

April 17, 2025: Administrative Structure Review Meeting #2

- Reviewed previous history.
- Discussed task forces responsibilities and review process.
- Reviewed classified and management positions requests/initial ratings and discussed position needs, priorities, and underlying rationale.

October 16: Administrative Structure Review Meeting #3

- Re-engaged committee to complete the FY24-25 program review request.
- Requested taskforce to reassess the classified and management position requests and initial rankings dated April 17, 2025, and to validate ratings, position needs, priorities, and supporting rationale in consultation with their respective constituent groups (e.g., Finance and Administrative Services, Instruction, President's Office, Student Life).

November 3: Administrative Structure Review Meeting #4

- Reviewed classified and management positions requests.
- Discussed and confirmed final recommendations.

November 24: Vice President of Finance and Administrative Services review task force recommendations with Vice Presidents and President (initial meeting)

- Provided overview of the administrative structure review process.
- Shared rankings and recommendations from administrative structure review task force.
- Discussed divisional priorities.

December 1: Review priority rankings with the Vice Presidents and President (final meeting)

- Confirmed priorities and recommendations based on administrative structure review task force's recommendation.

Presentation Dates (revised):

- January 21, 2026: Senate E-board
- January 28, 2026: Academic Senate
- February 5, 2026: College Council 1st read
- February 11, 2026: Academic Senate (if needed)
- February 19, 2026: College Council 2nd read

Overview, Considerations, and Ranking

Overview

During the 2024–2025 program review process, 110 classified positions and 33 management positions were requested. Following the initial review, 17 of the classified position requests were removed—eight for professional experts and nine that were non-GUI—leaving a total of 93 classified position requests for further review.

For management positions, two requests were removed because they were non-GU001, resulting in 31 management positions remaining for review. For the request's summary, please refer to the data in Appendix I: Administrative Structure Review – Classified Positions Only.

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Considerations

In developing position recommendations, the following factors were considered:

● **Workload Distribution:** The extent to which the position supports a more equitable distribution of work.

● **Compliance:** Whether the position is necessary to maintain compliance with state and federal regulations.

● **Departmental Need:** Changes or developments within the department that necessitate the position.

● **Budget Impact:** Current and projected financial implications, including available funding and the position's impact on the 50% Law.

Ranking

The recommendations were ranked based on the considerations outlined above and discussions held during task force meetings. Taskforce representatives from each area met with their respective constituents to obtain information regarding position needs, the rationale for each request, and the anticipated impact on their respective areas. Due to the number of positions requested, the task force was asked to rank positions from one (1) as the highest priority to three (3) as the lowest priority. Multiple positions received the same numerical ranking. Detailed rankings are provided in Appendix B: *Administrative Structure Review Task Force Rankings*. There were 40 positions (Finance and Administrative Services – 4, President's Office – 10, Instruction – 23, and Student Life – 3) identified. Upon completion of the rankings by the taskforce, the summary of ranked positions (Appendix B) was submitted to the President and Vice Presidents for review. Positions not included in the recommendations or rankings were determined not to be a priority at this time.

Financial Impacts

A total of $1.0 million was allocated in the FY 2025–26 budget to address position needs identified through the administrative structure review process. The combined priority requests identified total approximately $2.8 million, including $1.6 million in salaries and $1.2 million in benefits. Of these requests, Priority 1 requests total approximately $370,000, and Priority 2 requests total $787,000, for a combined total of $1.2 million, resulting in a $200,000 budget shortfall. To address the funding shortfall associated with Priority 1 and Priority 2 position recommendations, two of the requested positions have partial existing funding. The Events Department currently funds a temporary position in the amount of $46,000, and Maintenance and Operations has $37,000 allocated for part-time delivery clerk support. The Events Department audio-visual technician position is recommended for conversion to a full-time role due to increased campus event activity. Similarly, the delivery clerk position is proposed for expansion to full-time status in response to increased workload resulting from operational expansion. After accounting for these existing funding sources, the remaining budget shortfall is $74,000. This shortfall may be addressed through the reallocation of existing temporary salary budget funding.

Recommendations

Based on the administrative structure review and the budget information provided, the Vice President of Finance and Administrative Services recommend proceeding with hiring considerations for positions designated under Priority 1 and Priority 2 and addressing the $74,000 budget shortfall through available temporary employee budget line item. This approach allows each division to address critical staffing needs identified during the FY 2024–25 administrative structure review.

Division & Survey Ranking	Position Requested
President's office	
1	[President's Office] - Technology Support Services Systems Support Specialist II
2	[President's Office] - Comm Events & Scheduling AV Tech
2	[President's Office] - Assistant Athletic Trainer
Instruction	
1	[Instruction] - Department Assistant DAIII (Arvin)
2	[Instruction] - Department Assistant III (Agriculure)
2	[Instruction] - Department Assistant III
2	[Instruction] - Department Assistant III
2	[Instruction] - Department Assistant III
Student Services	
1	[Student Services] - DAII (Veterans Center)
2	[Student Services] - Educational Advisor (Veterans Center)
FAS	
1	[FAS] - Delivery Clerk
2	[FAS] - College Safety DAIII

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Process Improvement Recommendations

The process should be re-evaluated to better align with the college's evolving environment and to allow greater flexibility in addressing staffing needs in a timely manner.

- To support more effective budgeting, the review of positions should begin earlier in the academic year to be included in the college's standard budget process.
- Because the institution has hiring needs throughout the year, the process should be reassessed to ensure it reflects the changing environment of the college while maintaining transparency in the review.
- To enable a meaningful review of the college's organizational structure and to better understand the impact of requested positions, updated organizational charts should be included as part of the review process.
- Budgetary information should be included during committee reviews so all members understand the financial impact and can discuss these implications within their respective areas.
- Evaluate strategies for equitable distribution of resources across divisions.
- Providing college-wide updates (e.g., Budget committee, Closing the Loop document) on the results of the process.

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Appendix A: All Administrative Structure Review Requests (GUI funded)

Bakersfield College

Administrative Structure Review - Management positions only

as of 3.26.25

Excluded from administrative structure review - non-GU001.

Division	Program/Area	Position Requested	Number of Positions	Hours	Months
FAS	Maintenance & Operations	M&O Manager	1	40	12
FAS	VP Finance & Admin Services	Budget Analyst	1	40	12
Instruction	Academic Affairs	Program Manager Mathematics	1	40	12
Instruction	Business Education	Program Manager	1	40	12
Instruction	CTE	Program Director	1	40	12
Instruction	CTE/ITT	Associate Dean	1	40	12
Instruction	Dean Bolton	Executive Dean	1	40	12
Instruction	Dean Bolton	Program Director-Kinesiology & Athletics	1	40	12
Instruction	Dean Gard	Program Director	1	40	12
Instruction	Dean Gard	Program Manager	1	40	12
Instruction	Dean Waller	Program Manager - Peer Assisted Learn	1	40	12
Instruction	Mathemtatics	Program Manager	1	40	12
Instruction	Public Health Science	Program Manager	1	40	12
Instruction	Agriculture	Program Manager	1	40	12
Instruction	Registered Nursing	Program Manager	1	40	12
Instruction	Rising Scholars	Program Manager	1	40	12
Instruction	Theatre	Assistant Technical Director	1	19	12
Instruction	Theatre	Costume Shop Manager	1	19	12
Instruction	Vice President of Instruction	Dean of Instruction	1	40	12
Instruction	Vice President of Instruction	Dean of Instruction	1	40	12
Instruction	Vocational Nursing	Program Manager (same as RN)	1	40	12
President	Dean Bolton	Assoc. Athletic Directors (2)	2	40	12
President	Dean Bolton	Program Manager Facilities & Event Mgmt	1	40	12
President	Office of Institutional Effective	Program Manager	1	40	12
Student Services	DSPS	Assistant Director	1	40	12
Student Services	Early College	Program Manager	1	40	12
Student Services	Financial Aid	Program Manager (Budgets)	1	40	12
Student Services	Office of Student Life	Program Manager for Lavendar Initiatives	1	40	12
Student Services	Residence Education and Housing	Residence Hall Director (Program Manager)	1	40	12
Student Services	Office of Student Life	Student complaints Manager	1	40	12
Student Services	Office of Student Life	Program Director for Basic Needs	1	40	12
Student Services	Outreach	Program Manager Welcome Center	1	40	12
	Total management positions requested		33		
	Less: Non-GU001 requests		2		
	Total classified positions to be reviewed		**31**		

Bakersfield College

Administrative Structure Review - classified positions only

as of 3.26.25

Excluded from administrative structure review - Professional experts or non-GU001.

Division	Program/Area	Position Requested	Number of Positions	Hours	Months
FAS	College Safety	DAIII	1	40	12
Instruction	Academic Affairs	Professional Experts (4) Mathematics	4	20	10
Instruction	Academic Technology	Web Developer	1	40	12
Instruction	Apprenticeship	DAIII	1	40	12
Instruction	Dean (Location pending)	Executive Secretary	1	40	12
Instruction	Agriculture (Dean/Dept)	DAIII	1	40	12
Instruction	Dean (Location pending)	DAIII	1	40	12
Instruction	Apprenticeship	Educational Advisor	1	40	12
Instruction	Apprenticeship	Job Development Specialist GUIFUNDS	1	40	12
Instruction	Automotive Technology	Lab Technician	1		
Instruction	Chemistry	Lab Technician II Main/BCSW	1	40	12
Instruction	CTE	DAIII	1	40	12
Instruction	CTE	Program Technician	1	40	12
Instruction	CTE/ITT	DAIII	1	40	12
Instruction	Dean Bolton	Academic Athletic Ed Advisor	1	19	
Instruction	Dean Thorson	DAIII	1	40	12
Instruction	Dean Wilmot	Tutorial Assistant (6)	6	19	11
Instruction	Food Service (FACE)	Lab Technician - Renegade Room	1	40	
Instruction	Agriculture (Forestry, Regenerative Farm, Edible Garden, Etc)	Agriculture Technician - Delano Campus	1	40	12
Instruction	Instructional Operations	DAIII	1	40	12
Instruction	Arvin Campus	DAIII (ARVIN)	1	40	12
Instruction	Instructional Operations	Instructional Specialist - Scheduling	1	40	12
Instruction	Instructional Operations	Instructional Specialist - Scheduling	1	40	12
Instruction	Instructional Operations	Instructional Specialist -Curriculum	1	40	12
Instruction	Instructional Operations	Instructional Specialist -Curriculum	1	40	12
Instruction	Library Science	Library Technician - Arvin	1	40	11
Instruction	Library Science	Library Technician - Delano	1	40	11
Instruction	Mathemtatics	Professional Experts (4) Mathematics	4	20	10
Instruction	MESA	Program Coordinator	1	40	12
Instruction	Performing Arts Music	Certified Athletic Trainer	1	19	8
Instruction	Performing Arts Music	Program Coordinator	1	40	10
Instruction	Physics	Physics Lab Tech	1	40	10
Instruction	Rising Scholars	Educational Advisor	1	40	12

Bakersfield College					
Administrative Structure Review - classified positions only					
as of 3.26.25					
		Excluded from administrative structure review - Professional experts or non-GU001.			
Instruction	Tutoring Center	Tutoring Coordinator Panorama	1	40	12
Instruction	Tutoring Center	Tutoring Service Lead	1	40	11
Instruction	Writing Center	Writing Specialist II	1	40	11
President	Comm Events & Scheduling	AV Tech	1	40	12
President	Comm Events & Scheduling	Event Staff (2)	2	40	12
President	Comm Events & Scheduling	Events Tech - Community & Events dept	1	40	12
President	Dean Bolton	Assistant Athletic Trainer	1	19	
President	Dean Bolton	Athletic Office Coordinator	1	40	12
President	Dean Bolton	Department Assistant III	1	40	12
President	Dean Bolton	Executive Secretary	1	40	12
President	Technology Support Services	Systems Support Specialist I	1	40	12
President	Technology Support Services	Systems Support Specialist II	1	40	12
Student Services	A2MEND/NASSSP	Program Technician	1	40	12
Student Services	AB-540	Program Technician	1	40	12
Student Services	Admissions & Records	Admissions & Records Tech II (8)	8	40	12
Student Services	CalSOAP	DAIII	1	40	12
Student Services	DSPS	Assessment Assistant	1	40	12
Student Services	DSPS	Assistive Technology Specialist	1	40	12
Student Services	DSPS	Program Coordinator	1	40	12
Student Services	DSPS	Sign Language Interpreter I (2)	2	40	10
Student Services	DSPS	Sign Language Interpreter III	1	40	10
Student Services	Early College	Admissions & Records Tech II	1	40	12
Student Services	Early College	Department Assistant III	1	40	12
Student Services	Early College	Educational Advisors (2)	2	40	12
Student Services	Financial Aid	Financial Aid Tech	1	40	12
Student Services	Health & Wellness Center	Medical Assistant	1	40	12
Student Services	Health & Wellness Center	Mental Health Clinician (2)	2	40	12
Student Services	Health & Wellness Center	Program Technician	1	40	12
Student Services	International Student Center	Program Technician	1	19	10
Student Services	Residence Education and Housing	Educational Advisor	1	40	12
Student Services	Residence Education and Housing	Custodians (x2)	2	40	12
Student Services	Office of Student Services	DAIII-Basic Needs	1	40	12
Student Services	Office of Student Services	Educational Advisor	1	40	12
Student Services	Office of Student Services	Pantry Coordinator (x2)	2	40	12

Bakersfield College					
Administrative Structure Review - classified positions only					
as of 3.26.25					
		Excluded from administrative structure review - Professional experts or non-GU001.			
Student Services	Residence Education and Housing	Residence Hall DAIII	1	40	12
Student Services	Outreach	DAII	1	40	12
Student Services	Outreach	DAIII	1	40	12
Student Services	Outreach	Educational Advisor (x4)	4	40	12
Student Services	Reenrollment Center	DAIII	1	40	12
Student Services	Residence Education and Housing	Public Safety Officer (x2)	2	40	12
Student Services	Student Success & Counseling	DAIII	1	40	12
Student Services	Student Success Technology	Program Technician	1	40	12
Student Services	Student Success Technology	Systems Support Analysts (2)	2	40	12
Student Services	Testing & Placement Center	Assessment Assistant	1	40	12
Student Services	Transfer Pathways	Educational Advisor	1	40	12
Student Services	Veteran's Resource Center	Admissions & Records Tech II (2)	2	40	12
Student Services	Veteran's Resource Center	Educational Advisor	1	40	12
	Total classified positions requested		**110**		
	Less: Professional experts and Non-GU001 requests		17		
	Total classified positions to be reviewed		**93**		

Appendix B: Administrative Structure Review Task Force Rankings

Bakersfield College

Administrative Structure Review - Survey Ranking (final)

as of 11/6/25

1- First Priority
2-Second Priority
3-Third priority

Division & Survey Ranking	**Position Requested**
FAS	
1	[FAS] - College Safety DAIII
1	[FAS] - Delivery Clerk
2	[FAS] - Maintenance & Operations M&O Manager
3	[FAS] - VP Finance & Admin Services Budget Analyst
President's office	
1	**[President's Office] - OIE Dean**
1	[President's Office] - Technology Support Services Systems Support Specialist II
1	[President's Office] - OIE Program Manager
1	[President's Office] - Dean Bolton Program Manager Facilities & Event Mgmt
2	[President's Office] - OIE Director of Institutional Research
2	[President's Office] - Dean Bolton Assistant Athletic Trainer
3	[President's Office] - Technology Support Services Systems Support Specialist I
3	[President's Office] - Comm Events & Scheduling AV Tech
3	[President's Office] Academic Athletic Ed Advisor
3	[President's Office] - Comm Events & Scheduling Events Tech - Community & Events dept
4	[President's Office] - Dean Bolton Athletic Office Coordinator
4	[President's Office] - Comm Events & Scheduling Event Staff (2)
4	[President's Office] Departmental Assistant - a need for Kinesology and Athletics - rank 4
	[President's Office] - Comm Events & Scheduling Event Staff (2)
Instruction	
1	[Instruction] Dean of Instruction
1	[Instruction] Dean of Instruction
1	[Instruction] Dean of Instruction
1	[Instruction] Executive Secretary (Dean, Agriculture)
1	[Instruction] Executive Secretary (Dean new)
1	[Instruction] Department Assistant III (Agriculure)
1	[Instruction] Department Assistant III
1	[Instruction] Department Assistant III
1	[Instruction] Department Assistant III
1	[Instruction] - Dean Gard Program Director
1	[Instruction] - Dean Gard Program Manager
1	[Instruction] Agriculture Technician (Delano/Arvin)
1	[Instruction] Program Manager (Agriculture - Panorama)
2	[Instruction] - Chemistry Lab Technician II Main/BCSW
2	[Instruction] - CTE Program Director
3	[Instruction] - Apprenticeship DAIII
3	[Instruction] - Food Service (FACE) Lab Technician - Renegade Room
3	[Instruction] - Mathemtatics Program Manager

Bakersfield College

Administrative Structure Review - Survey Ranking (final)

as of 11/6/25

1- First Priority
2-Second Priority
3-Third priority

Division & Survey Ranking	**Position Requested**
Instruction (cont.)	
3	[Instruction] - Performing Arts Music Program Coordinator
3	[Instruction] - Registered Nursing Program Manager
3	[Instruction] - Vocational Nursing Program Manager (same as RN)
3	[Instruction]- Theatre Assistant Technical Director
3	[Instruction]- Theatre Costume Shop Manager
Student Services	
1	[Student Services] - Systems Support Analysts (2)
2	[Student Services] - Admissions & Records Tech II (8)
3	[Student Services] - Program Manager
4	[Student Services] - Department Assistant III
5	[Student Services] - Mental Health Clinician (2)
6	[Student Services] - Financial Aid Tech
7	[Student Services] - DAII
8	[Student Services] - DAIII
9	[Student Services] - Educational Advisor (x4)
10	[Student Services] - Program Manager Welcome Center
11	[Student Services] - DAIII
12	[Student Services] - DAIII
13	[Student Services] - Program Technician
14	[Student Services] - Program Manager (Budgets)
15	[Student Services] - Program Technician
16	[Student Services] - Educational Advisor

Appendix C: Administrative Structure Review Final Rankings

Bakersfield College
Administrative Structure Review -Final Ranking
as of 12/1/25

Division & Survey Ranking	Position Requested	Grade/Step	Salary	Benefits	Total
President's office					
1	[President's Office] - Technology Support Services Systems Support Specialist II	47.5/1	73,449.84	51,922.99	125,372.83
2	[President's Office] - Comm Events & Scheduling AV Tech	39.5/1	49,477.56	42,689.70	92,167.26
2	[President's Office] - Assistant Athletic Trainer	48.0/1	75,286.08	52,630.24	127,916.32
3	[President's Office] - Athletics Program Manager Facilities & Event Mgmt	6/1	86,720.50	56,829.25	143,549.75
Instruction					
1	[Instruction] - Department Assistant DAIII (Arvin)	38.0/1	45,944.88	41,329.04	87,273.92
2	[Instruction] - Department Assistant III (Agriculure)	38.0/1	45,944.88	41,329.04	87,273.92
2	[Instruction] - Department Assistant III	38.0/1	45,944.88	41,329.04	87,273.92
2	[Instruction] - Department Assistant III	38.0/1	45,944.88	41,329.04	87,273.92
2	[Instruction] - Department Assistant III	38.0/1	45,944.88	41,329.04	87,273.92
3	[Instruction] - Program Manager	6/1	86,720.50	56,829.25	143,549.75
4	[Instruction] - Dean of Instruction	19/1	163,524.44	62,904.83	226,429.27
Student Services					
1	[Student Services] - DAII (Veterans Center)	35/5	43,731.04	40,476.35	84,207.39
2	[Student Services] - Educational Advisor (Veterans Center)	46.5/5	77,168.22	53,355.18	130,523.40
3	[Student Services] - Admissions & Records Tech II (4)	41.0/1	213,127.68	176,620.04	389,747.72
4	[Student Services] - Systems Support Analysts (1)	47.5/1	73,449.84	51,922.99	125,372.83
5	[Student Services] - Program Manager (Early college)	6/1	86,720.50	56,829.25	143,549.75
6	[Student Services] - Admissions & Records Tech II (4)	41.0/1	213,127.68	176,620.04	389,747.72
7	[Student Services] - Systems Support Analysts (1)	47.5/1	73,449.84	51,922.99	125,372.83
FAS					
1	[FAS] - Delivery Clerk	31.5/1	36,463.80	37,677.26	74,141.06
2	[FAS] - College Safety DAIII	38.0/1	45,944.88	41,329.04	87,273.92

Budgetary Summary			
1 Priority	199,589.56	171,405.64	**370,995.20**
2 Priority	431,656.26	355,320.32	**786,976.58**
3 Priority	386,568.68	290,278.54	**676,847.22**
4 Priority	236,974.28	114,827.82	**351,802.10**
5 Priority	86,720.50	56,829.25	**143,549.75**
6 Priority	213,127.68	176,620.04	**389,747.72**
7 Priority	73,449.84	51,922.99	**125,372.83**
Total Budgetary Impact	**1,628,086.80**	**1,217,204.60**	**2,845,291.40**
FY25-26 Adopted Budget Allocation			**1,000,000.00**
Priority 1			370,995.20
Priority 2			786,976.58
Partially Funded positions:			
Comm Events & Scheduling AV Tech (budget for TEA)			(46,083.63)
FAS - Delivery Clerk (budgeted as part-time position)			(37,070.53)
Budget Funding Shortfall			**(74,817.62)**

Appendix D: Administrative Positions Rationale and Descriptions (all positions GUI funded)

- **President's Office**

Technology Support Services Systems Support Specialist II

System Support Specialist II handles the network, behind the scenes to work, and as we continue to grow and add networks in other buildings at remote locations, we need additional support. System Support Specialist I handle all the desktop and end-user issues in addition to classroom support. We are increasing our load on our existing staff by adding buildings such as Delano LRC, BCSW and Arvin. Roughly 700 computers per technician.

Impact to College if the position is not filled:
Impact to college is slower response times to issues with equipment malfunctioning or classroom down situations.

Community Events & Event Scheduling

These staff members will assist with event setup, staffing, and coordination, specifically, during nights and weekends, when the demand for events increases. Their responsibilities will include ensuring that event spaces are properly set up, managing event Logistics, and ensuring renters and event participants have a positive experience at Bakersfield College.

Impact to College if the position is not filled:
If the requested positions for an Audio-Visual Technician and additional event staff are not filled, Bakersfield College will face significant challenges in executing successful events, leading to a detrimental impact on campus engagement and community building. The inability to provide reliable AV support and adequate staffing during nights and weekends will compromise the quality of events, discouraging both internal and external organizations from utilizing campus facilities. This not only hampers the college's ability to foster a vibrant community but also jeopardizes potential auxiliary revenue streams generated from space rentals for events. As event satisfaction declines due to inadequate technical support and logistics management, the college risks losing valuable partnerships and revenue opportunities that are crucial for funding student programs and resources. Ultimately, the lack of these positions will hinder the college's mission to serve as a hub for community engagement and a welcoming space for events, stifling the growth and development of both the college and the surrounding community.

Assistant Athletic Trainer & Athletics Program Manager Facilities & Event Management (Rational submitted as a function, not per position)

- The Kinesiology and athletics department is undergoing a reorganization to better align its structure with the increasing demands of our athletic programs and the academic needs of our student athletes. This reorganization is necessary for several key reasons:

- Growing Kinesiology & Athletic Programs: As the number of students, degree and certificate offerings and sports programs expands, there is a need for a more robust leadership structure to provide adequate oversight, support, and resources.
- Enhanced Focus on Academic Success: Recognizing the importance of academic performance alongside athletic achievement, the reorganization emphasizes the integration of academic advising and counseling for Kinesiology students and student athletes, ensuring they receive comprehensive support in both areas.
- Streamlined Operations: The establishment of distinct roles and reporting relationships clarifies responsibilities, enabling more efficient operations. By creating specific positions, we can ensure that day-to-day activities are managed effectively. Accountability and Collaboration: A clearer hierarchy fosters accountability among staff members, encouraging collaboration across different areas of the department. This will enhance communication and coordination among coaches, support staff, and administration.
- Strategic Leadership: By separating the roles of the Executive Dean and Athletic Director, we provide strategic leadership that focuses on both academic and athletic excellence. This allows for targeted initiatives and resources to be allocated effectively to meet the needs of our diverse athletic community.

● Instruction

Department Assistant DAIII (Arvin)

We request the addition of a department assistant for Early College, to improve operational efficiency and support our program. This role will alleviate administrative burdens from current staff, allowing them to focus more on program development. The department assistant role has been instrumental in the past to ensure that our program runs smoothly.

Impact to the College if positions are not filled:
Decreased Student Support: Without the additional educational advisors and department assistant, student support services will remain overwhelmed. This could lead to longer wait times for advising, reduced access to essential resources, and ultimately hinder students' academic progress and success.

Department Assistant DA III (Agriculture) No Summary or Impact
Department Assistant DA III (No Summary/No Impact – Revised request based on additional review in Fall 2025)

Department Assistant DA III (No Summary/No Impact – Revised request based on additional review in Fall 2025)

Department Assistant DA III (**No Summary/No Impact – Revised request based on additional review in Fall 2025)**

Program Manager

This program manager position is vital to the continued support and management of programs established and expanded during the Program Manager's tenure. The Boards of Nursing, Respiratory Therapy, and Phlebotomy, require detailed reports with multiple data points. Likewise, grants that support programs such as apprenticeships and expansion of allied health pathways require a full-time manager to keep up with the mandatory state and federal reports.

Impact to the College if the position is not filled:
Having the program manager's job college-funded, ensures stability of the position, rather than being concerned about grant-funding being renewed or requirements changed. Because of the potential instability of grant funds, if the funds are lost, there is the potential of losing a key leader that could cause disruptions and inconsistencies within the program. The potential will be the need to decrease enrollment numbers in the programs.

Dean of Instruction

When compared to their counterparts at Porterville College and Cerro Coso College, the Deans of Instruction at Bakersfield College are carrying a much heavier workload. In this section, I will focus on just two metrics: full time equivalent students (FTES) and full time equivalent faculty (FTES). These numbers help to illustrate the relative responsibility carried by each dean regarding class scheduling, program maintenance, and faculty evaluation functions. These numbers also help to estimate other work-related responsibilities, such as handling student and faculty complaints. The data illustrates that the BC Deans of Instruction are working much harder when compared to their counterparts at other colleges within the district.

Impact on College if position is not filled:
We operate at the risk of burning out our current administrative team. We also operate at the risk of not meeting all administrative responsibilities, which could negatively impact a wide array of administrative functions, including grant management and meeting accreditation obligations.

● Student Affairs

DAIII (Veterans Center) (No Summary/No Impact – Revised request based on additional review in Fall 2025)

Educational Advisor (Veteran's Center)

Veterans Services and Programs is requesting the establishment of a conversion position for a Veterans Educational Advisor. This role is essential for delivering comprehensive academic advising services to current and prospective student veterans, assisting them in developing academic goals and educational plans, and explaining VA educational benefits to facilitate their

success.

To equitably serve student veterans, the advisor must possess familiarity with policies specific to veteran populations, including veterans' benefits, educational planning, and military transcripts. Additionally, the advisor should demonstrate sensitivity to the unique challenges (career, personal, social) faced by veterans, active-duty military personnel, and their dependents. Student veterans require three advising contacts each term, alongside participation in program specific activities and requirements. The Educational Advisor's responsibilities also encompass recruitment, outreach, program planning, orientation, and organizing program activities, workshops, and field trips, as well as providing additional support to students as needed.
As the student veteran cohort continues to increase in population, and with the impending sunsetting of grant funding, it is critical that the salary for this position be sourced from alternative funding streams to ensure the continued support and success of our veteran students.

Impact on College if position is not filled:
The failure to convert this position will have a significant impact on veteran and military-affiliated students. In addition to creating compliance issues, the vacancy will widen equity and achievement gaps for these historically underrepresented students. A reduction in advising services will result in delays that could affect the timely processing of student VA Educational Benefits. Moreover, this situation is likely to hinder student enrollment, persistence, and overall completion rates.

Admissions & Records Tech II (4)

Early College in collaboration with Admissions and Records are requesting 1 additional Admissions and Records Technician II to complete projects in a timely manner and to stay within the accreditation criteria of AAAJC to have equitable access to all future learners in Kern County and the greater area in addition to meet the needs of our growing student population. In 2022-2023, we had a total of 166,811 total enrollments, in 2023-2024 we had 179,929 enrollments which is a 7% increase in student enrollment. (Source: KCCD ODS Warehouse).\u202F\u202F)

Due to the upcoming program goals for 2024-2025 and campus initiatives Admissions and Records and Early College needs 1 A&R Technician II to meet our Colleges Strategic Goals and Vision 2030 by targeting future learners such as our growing exponentially Early College program as shown via our KCCD Tableau Dashboard (Source: KCCD ODS Warehouse):\u202F

Impact on College if position is not filled:
As enrollment continues to rise, not filling these positions will restricts our ability to expand services and adapt to the needs of our student population. This could hinder the college's strategic goals for growth and access.

Systems Support Analysts (1)

The Systems Support Analysts will be responsible for working collaboratively, particularly within a college student-services environment focusing on student-services related technology tools and systems. The Systems Support Analyst in combination with the Program Technician will support the business and technological tools within student affairs departments and their

relative tools to ensure proper and effective onboarding, documentation, user role assignment, training, testing and validation of use cases. The Systems Support Analyst and Program Technician will be directed by the Program Manager and Director of Student Success Technology and will liaise as necessary to other colleagues at the college including Academic Technology and District IT as needed and depending on the project. The Systems Support Analyst and Program Technician positions are necessary to ensure software and specific student success tools directly related to student success, and student affairs are supported both functionally and technically. In addition, this position will ensure issues are identified within a system-thinking approach with proper procedures on resolving a technical issue, or in the development of a new process that may benefit the division. A systems-thinking approach and this position, in coordination with Instructional and Business & Finance support departments, will allow for an effective and collaborative team to better define operational requirements and system goals. This position will also participate in the review of current processes and procedures to make recommendations for collective improvements that would ultimately better serve students and while identifying potential duplication of efforts leading to cost savings and efficiency.

Impact on College if position is not filled:
There is currently one Program Manager supporting and handling the discovery, training, implementation, documentation, and maintenance dedicated to this department lead by the Director shared with two other departments. Very limited work is assigned to other support staff in other areas and departments through mutual agreements and collective collaboration; however, only an as needed and temporary basis. The current staffing infrastructure is unsustainable to ensure ongoing maintenance and effective support of current new technology systems in Student Affairs. Without a sustainable support infrastructure, operationalization of effective plans to improve business process in current and future work flow will not be realized resulting in limited or less effective systems students and the campus can benefit from.

Program manager (Early College)

We propose converting the funding for our current program manager, who oversees all rural partnerships, from grant funds to general funds. This position is crucial for managing our relationships with nine rural high schools (Delano, RFK, CCHS, Valley, McFarland, Wasco, Wasco Independence, WCPA Delano, WCPA Lost Hill). Securing this position under general funds will provide stability and continuity in our rural efforts, allowing us to strengthen partnerships and expand the impact of Early College in these communities.

● Finance and Administrative Services

College Safety Department Assistant III

College Safety currently maintains one permanent support staff position, its Executive Secretary. Within the last 3 years, the department has reevaluated and implemented refined operations. This has led to several realizations. One is that College Safety is the sole department at Bakersfield College that maintains a 24-hour per day, 7 days per week, 365 days per year schedule. This extended schedule creates additional support staff work in the form of the processing of additional HR paperwork from 20 permanent staff members, back-end assistance with officer assignment needs, and more. In addition, with the Arvin campus opening in the Spring of 2025, we will have additional

staff and responsibilities. College Safety staff also require extensive annual training to renew perishable skills and to stay abreast of emerging issues such as mental health and homeless individuals coming onto campus. Another is that the bolstering of several internal processes and procedures has expanded support staff work has tremendously. For example, an Assistant Director was integrated into the department's management structure which, by its nature, increases support staff work. Other examples include management and coordination of the front office needs, a new and more detailed and refined college-wide parking management system, college sex offender registration, expanded budgeting needs of a growing department, college-wide events coordination, Student Cadet scheduling, back-end assistance with Clery Act compliance, assistance with training class scheduling, etc. During the last 3 years, the department has consistently utilized a temporary, part-time Department Assistant III to more adequately distribute the additional support staff work. Because budgeting is a significant component of the success of the support staff role in College Safety, the department is seeking this additional permanent, full-time Department Assistant III position.

Impact to College if the position is not filled:

Not filling this position will continue to make it exceedingly difficult to adequately manage certain very time-intensive support staff work, like maintaining the Student Cadet schedule, timely and accurately processing HR forms for over 20 permanent staff members, monitoring and maintaining a large and diverse department budget, meeting the needs of the public facing, student service oriented front office, etc.

Delivery Clerk

The original request was for a Maintenance and Operations Manager; however, following re-evaluation and feedback from college constituents, and as communicated during a College Council meeting, the need for a full-time Delivery Clerk was identified as a higher operational priority. Due to the position being part-time, the college has experienced ongoing challenges in recruiting and retaining a Delivery Clerk. With the continued growth of the college and the expansion to additional locations, the absence of a Delivery Clerk within Maintenance and Facilities has created operational gaps. This position is critical to ensure the timely and consistent delivery of supplies and materials to various departments to support daily operations.

Impact to College if the position is not filled:

Operational efficiency has declined as increased campus requests have exceeded current staffing capacity, resulting in delayed deliveries and limited ability to assign staff to support supply distribution. M&O is also unable to address center location needs.