

March 5, 2015

To: College Council
From Sonya Christian, President
RE: Closing the Loop for Human Resources—Faculty, staff and management positions

*Memo prepared by: Nan Gomez-Heitzeberg, Zav Dadabhoy, Dena Rhoades,
Jennifer Marden, Tracy Hall;*

Section A Personnel:

A1: Management Positions

The table given below details the recruitment status on management positions. For more details on the Administrative Structure see Appendix A1

2015-2016 Management Recruitment Status Update from HR (April 15, 2015)

Position	Status	Funding
CTE Program Manager	Posted	GU001
Associate Dean, Nursing	Reposted	GU001
Director, Health & Wellness	Interviews Pending (5/5/15)	GU001
Director, Fire Technology	District HR	GU001
Program Manager, Pathways/Dual Enrollment	District HR	SSSP
Program Manager, Instructional Support Services	Eileen Pierce	SSSP
Dean, Institutional Effectiveness	Budgeted - Not Yet Posted	GU001
Institutional Researcher	Job Description in Review	SSSP
Dean, Academic Technology	Budgeted - Not Yet Posted	GU001
Director, Culinary Arts & Food Services	Budgeted - Not Yet Posted	GU001
Food Services Manager	Eric Sabella	GU001
Asst. Director Outreach, Testing & Placement	Ben Perlado	Categorical
Associate Athletics Director	District HR	GU001
Director, Student Equity & Inclusion	Posted	Equity
Asst. Director, Equity & Inclusion	Job Description in Review	Equity
Asst. Director, Financial Aid	District HR	Categorical

A sub group¹ of College Council is completing the annual review of the management structure. They will have a final proposal to College Council on April 17, 2015.

¹ Management Structure Workgroup: Nan Gomez-Heitzeberg (lead), Ann Tatum, Jason Stratton, Benadette Martinez, Todd Coston, Jennifer Marden (staff support), Laura Lorigo (Budget Analysis), Dena Rhoades (HR Analysis)

A2: Faculty Positions

On an annual basis departments submit an Annual Program Review (APR) that includes request for faculty and classified positions based on department needs. The list of faculty and classified requests are prioritized and reviewed by FCDC. On an annual basis the FON is evaluated at the district level based on information received from the state. Appendix A2 lists all the faculty positions that were requested and voted by FCDC. Approved faculty positions as of April 15, 2015: (\$3,069,850 = \$87,710 x 35)

Department	Status	Funding
Counseling	Filled - Grace Commiso	SSSP
Biology	Final Interview Pending (4/16/15)	GU001
English - Delano	Final Interview Pending (4/15/15)	GU001
Counseling	Filled - Marissa Marquez	SSSP
Chemistry	Job Description Completed	GU001
Health & PE/Kinesiology	Posted	GU001
Nursing, Simulation Coordinator	Posted	GU001
Academic Development	Interviews Pending (5/18/15)	GU001
Counseling	Filled - Fabiola Johnson	SSSP
Philosophy	Interviews Pending (4/24/15)	GU001
EMS Fire Technology	Posted	GU001
Automotive Technology (EIT)	Interviews Pending (5/2/14)	GU001
Art, Ceramics and 3D	Posted	GU001
Librarian	Interviews Pending (5/5/15)	GU001
Art , Media Arts	Posted	GU001
Biology	Final Interview Pending (4/16/15)	GU001
Anthropology	Posted	GU001
Counseling	Filled - Sarah Villasenor	SSSP
Counseling	Filled - Manuel Rosas	Equity
Engineering & BAS (EIT)	Interviews Pending (5/1/15)	GU001 (Grant)
Criminal Justice	Posted	GU001
Counseling	Filled - Johnathan Schultz	SSSP
Counseling	Filled - Veronica Lucas	SSSP
Kinesiology, Swimming	Posted	GU001
Commercial Music, Audio Production	Job Description Completed	GU001
Computer Science	Interviews Pending (4/21/15)	GU001
Culinary Arts	Filled - Alex Gomez	GU001
Agricultural Mechanic	Interviews Pending (4/20/15)	Grant
Allied Health (HIT)	Posted	GU001 (Grant)
Academic Development	Interviews Pending (5/18/15)	GU001
Allied Health Public Health Science	Job Description Completed	GU001
Instructional Technologist	Posted	GU001

The primary focus of the faculty position has been to start new programs to meet workforce needs, advance student success through the academic priorities identified in the student success and equity plan², incorporate new technologies, and expand the rural initiatives.

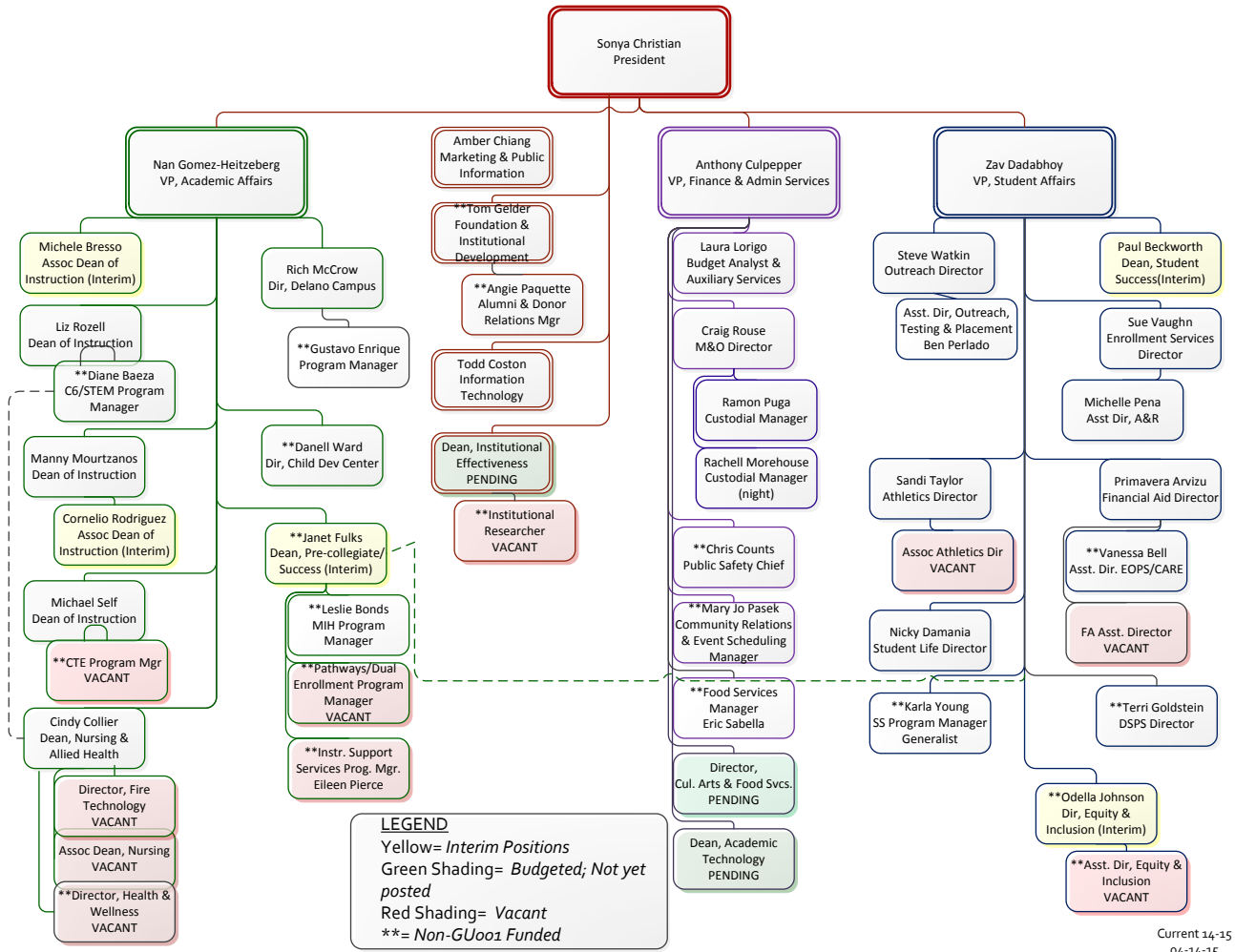
² Counseling, Compressed and Accelerated Courses, and Alternative Pathways to gain knowledge and skills.

A3: Classified Positions

Given the focus on 50% this year, I have not approved any new classified position that is funded out of the general fund. Only those that advance our institutional priorities and are categorically funded have moved forward for recruitment. Appendix A3 lists the classified position ranking from FCDC.

Department	Status	Funding
Theater, House Manager/Theatre Technician (N)		GU001
Biology Department, Part-Time Lab Technician – Delano Center (N)		GU001
DSPS, Assistive Technology Specialist (N)	Job Desc Submitted	Categorical
Enrollment Services, Admissions & Records Technician I (R)	Posted	Categorical
Media Services, Media Technician (N)	Approved	SSSP
Information Services, Systems Support Specialist II (N)		Categorical
Financial Aid, Financial Aid Technician (R)	Filled	Categorical
Enrollment Services, Department Assistant II (N)	Filled	GU001
Enrollment Services, Admissions & Records Technician II (N)		GU001
Delano Campus, Teacher Assistant (N)		GU001
Nursing, Educational Advisor (Conversion)		GU001
Math (1), Teaching Assistant (N)		GU001
EOPS/CalWORKS/CARE, Department Assistant II (N)		Categorical
Financial Aid, Educational Advisor (R)	Filled	Categorical
Biology Department, Lab Technician - 10 mo to 12 mo (N)		GU001
Financial Aid, Scholarship Specialist (N)		GU001/Foundation
Academic Development, Instructional Assistant (N)		GU001
Financial Aid, Financial Aid Technician (N)	Approved	Categorical
DSPS, Department Assistant III (R)	Filled	Categorical
Job Placement, Department Assistant II (N)		GU001
Athletics, Athletic Equipment Manager Assistant (N)	Approved	GU001
Delano Campus, Department Assistant I (N)		GU001
Delano Campus, Special Services Accommodations Technician (N)		GU001
Math (2), Teaching Aide - 9 mo to 11 mo and 19 hrs to 35 hrs (N)		GU001
Human Services, Program Coordinator (19 to 30 hours)		GU001
Delano Campus, Custodian I (N)		GU001

Appendix A1: In progress ~ Administrative Organization Chart 4-14-15



Current 14-15
04-14-15

Appendix A2: Faculty Position Requests

2015-16 Faculty Positions Requests Voted at FCDC October 23, 2014

	Department	FCDC Votes		Department	FCDC Votes
1	Counseling 1 (R)	33	22	Math 2 (R)	17
2	Biology 1 (R)	31	23	Anthropology (N)	16
3	English 1 (R)	31	24	Counseling 4 (N)	16
4	Counseling 2 (R)	30	25	Counselor (N) - Equity	16
5	Chemistry 1 (N)	28	26	IT Electronics (N)	15
6	Counselor (N) - EOPS	27	27	ASL (N)	14
7	Counselor (R) - DSPS	27	28	Criminal Justice (R)	14
8	Kinesiology 1 (R)	27	29	Psychology (N)	13
9	Math 1 (R)	27	30	Chemistry 2 (N)	12
10	Nursing, Clinical Lab Spec (N)	26	31	Counseling 5 (N)	12
11	Academic Development (N)	23	32	English 2 (R)	12
12	Counseling 3 (N)	23	33	Geology (N)	12
13	Philosophy (R)	23	34	Counseling 6 (N)	11
14	Fire Technology (N)	22	35	Kinesiology 2 (N)	11
15	IT Auto (R)	22	36	Math 3- Delano/Arvin (N)	11
16	Art, Ceramics (R)	21	37	Music (N)	11
17	Sociology (N)	21	38	Art, 3D (N)	7
18	Library (R)	20	39	Communication 2 (N)	7
19	Art, Drawing (N)	19	40	Art, 2D (N)	2
20	Communication 1 (N)	19	41	Geography (N)	1
21	Biology 2 (N)	17			

Appendix A3: Classified Position Requests

2015-16 Classified Position Requests Voted at FCDC October 23, 2014		
Priority	Department	FCDC Votes
1	Theater, House Manager/Theatre Technician (N)	32
2	Biology Department, Part-Time Lab Technician – Delano Center (N)	30
3	DSPS, Assistive Technology Specialist (N)	30
4	Enrollment Services, Admissions & Records Technician I (R)	28
5	Media Services, Media Technician (N)	28
6	Information Services, Systems Support Specialist II (N)	27
7	Financial Aid, Financial Aid Technician (R)	25
8	Enrollment Services, Department Assistant II (N)	24
9	Enrollment Services, Admissions & Records Technician II (N)	23
10	Delano Campus, Teacher Assistant (N)	22
11	Nursing, Educational Advisor (Conversion)	22
12	Math (1), Teaching Assistant (N)	21
13	EOPS/CalWORKS/CARE, Department Assistant II (N)	20
14	Financial Aid, Educational Advisor (N)	20
15	Biology Department, Lab Technician - 10 mo to 12 mo (N)	19
16	Financial Aid, Scholarship Specialist (N)	19
17	Academic Development, Instructional Assistant (N)	18
18	Financial Aid, Financial Aid Technician (N)	18
19	DSPS, Department Assistant III (R)	15
20	Job Placement, Department Assistant II (N)	13
21	Athletics, Athletic Equipment Manager Assistant (N)	13
22	Delano Campus, Department Assistant I (N)	12
23	Delano Campus, Special Services Accommodations Technician (N)	12
24	Math (2), Teaching Aide - 9 mo to 11 mo and 19 hrs to 35 hrs (N)	9
25	Human Services, Program Coordinator (19 to 30 hours)	8
26	Delano Campus, Custodian I (N)	6
*27	Fire Technology	1
*This position was added to Classified Voting in error and should not have been voted on.		