

BAKERSFIELD COLLEGE

ANNUAL ADMIN STRUCTURE REVIEW

Presentation to College Council

March 17, 2017

Chairs: *Nan Gomez-Heitzeberg*

Financial Analysis: *Don Chrusciel/Laura Lorigo*

Classified: *Bernadette Martinez*

Faculty: *John Hart, Krista Moreland*

Management: *Todd Coston, Cindy Collier*

Administrative Support: *Jennifer Marden Serratt*

GUIDING PRINCIPLES AND DELIVERABLES

Guiding Principle

- Review and update administrative structure for 2017-18 that promotes the values, mission and strategic directions of the college. This is not a review with the intention to downsize the college for the reduction of force.

Deliverable

- Complete a comprehensive review of the administrative organization to include a document that proposes options for the administrative structure of Bakersfield College with pros and cons for each option along with the budgetary impact. The options will reflect the institutional priorities as defined in the Strategic Directions, Core Values, Program Review Summary, and Decision Making documents.

Process

- Review Current Administrative Structure
- Identify Workload Components
 - Faculty FTE
 - Classified FTE
 - College wide Committees and Initiatives
- Identify Areas of Need
- Solicit College-wide Input Through Communications with Various Constituencies and Administration of Surveys
- Evaluate the Budgetary Impact

TIMELINE

Phase I:

- February 6 – March 15, 2017
- Task Force completes initial work
 - Review of current organizational structure, key institutional documents and college-wide initiatives
 - Review draft and finalize work plan
- *February 3 – Review of charter

Phase 2:

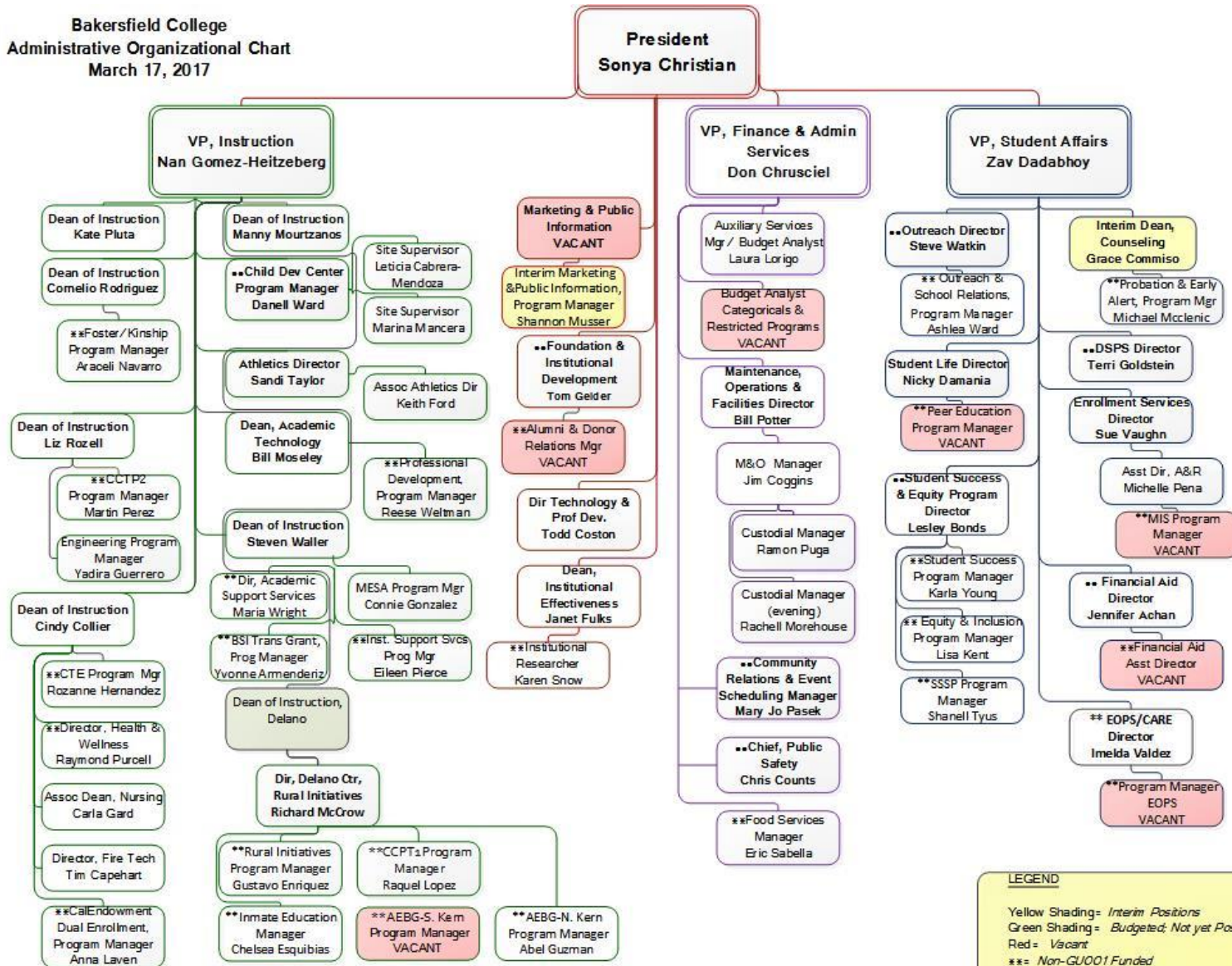
- February 20 – March 3, 2017
- Engage in college-wide discussion and identify areas of need
 - Communicate with various college constituencies to explain the process, answer questions and gather input
- *March 2 – Provide initial draft of proposed structure for College Council review (electronically)
- *March 3 – Provide update and review with College Council

Phase 3:

- March 6 – 17, 2017
- Continue campus engagement and Finalize details of options
- *March 16 – Post final proposal for review
- *March 17 – Review final proposal with College Council

CURRENT ORG CHART

Bakersfield College
Administrative Organizational Chart
March 17, 2017



LEGEND
 Yellow Shading = Interim Positions
 Green Shading = Budgeted, Not yet Posted
 Red = Vacant
 ** = Non-GUO1 Funded

POSITION REQUESTS AND RANKINGS

GU001 Funded Position Requests

- 1 – Dean of Instruction A
- 2 – Dean of Instruction B
- 3 – M&O Operations Manager
- 4 – Veterans Resource Center Manager
- 5 – Food Service & Culinary Director
- 6 – Title IX Manager
- 7 – International Program Manager
- 8 – IT Assistant Director
- 9 – Transfer Program Manager

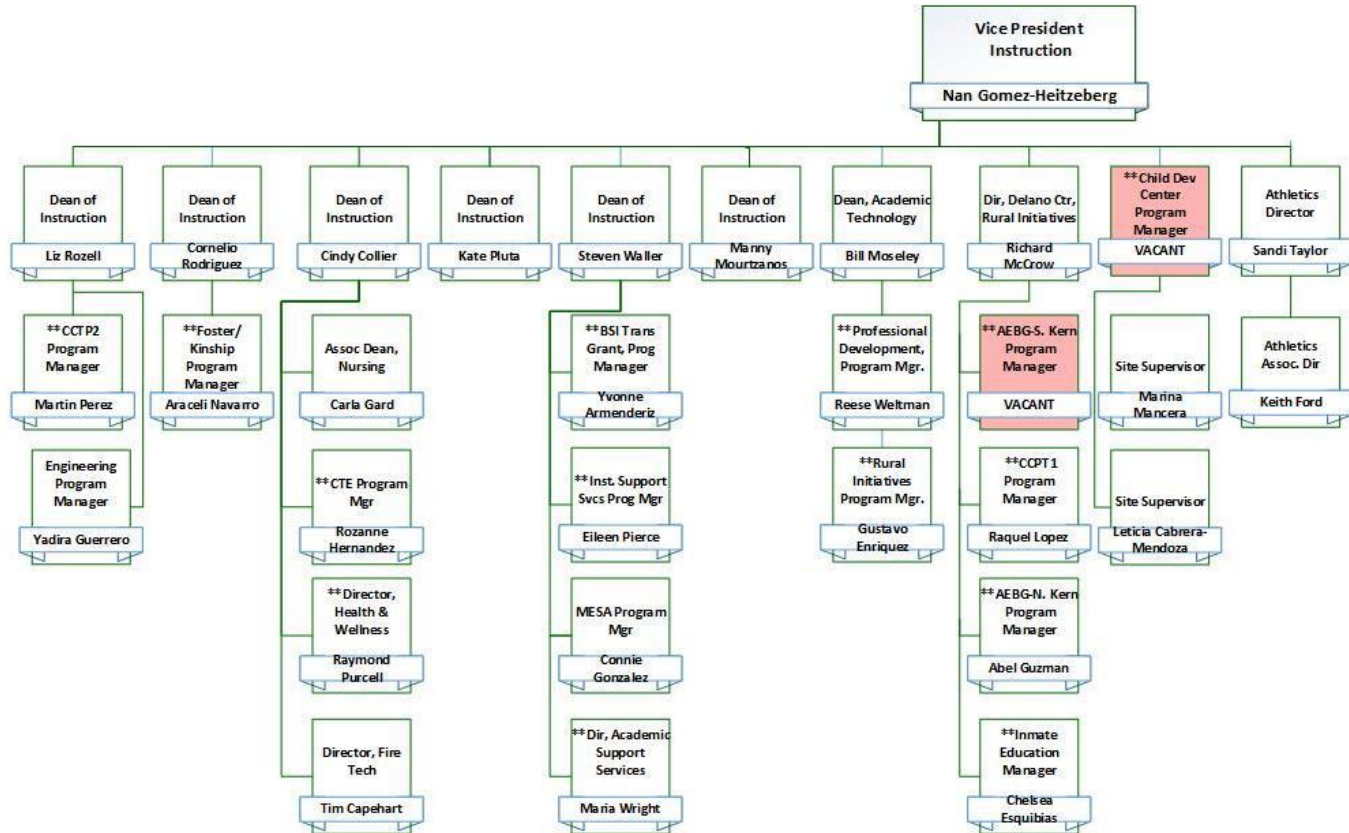
Non-GU001 Funded Position Requests

- 1 – Athletics Marketing Program
- 1 – Food Service Assistant Manager
- 2 – Public Safety Assistant
- 3 – Cohorts & Pathways Director
- 4 – Job Placement Program Manager
- 5 – Career Center Director
- 5 – Student Life Assistant Director
- 5 – EOPS Assistant Director
- 6 – Assessment Program Manager
- 7 – Promise Grant Director
- 8 – Promise Grant Manager

Positions Prioritized

GU001 Funded		
Positions	Area	Grade
Dean Instruction 1	VP AA	K
Dean Instruction 2	VP AA	K
Food Serv & Culinary Dir	VP FAS	H
M&O Operations Mgr.	VP FAS	D
Title IX Mgr.	VP FAS	D
Veterans Res Ctr. Mgr./Dir.	VP SA	D
NON - GU001 Funded		
Athletics Mkt. Prg. Mgr.	VP FAS	D
Food Serv Assist. Mgr.	VP FAS	A
Public Safety Asst. Dir.	VP FAS	G
Career Center Dir.	VP SA	H
Corhorts & Pathways Dir.	VP SA	H
Job Placement Mgr.	VP AA	D

ACADEMIC AFFAIRS CURRENT STRUCTURE AND PROPOSED POSITIONS LISTED



Proposed Management Positions Instruction

- Dean of Instruction, Delano
- Dean of Instruction, A
- Dean of Instruction, B
- Job Placement Manager

Rationale for Positions – Academic Affairs

2 Dean of Instruction Positions

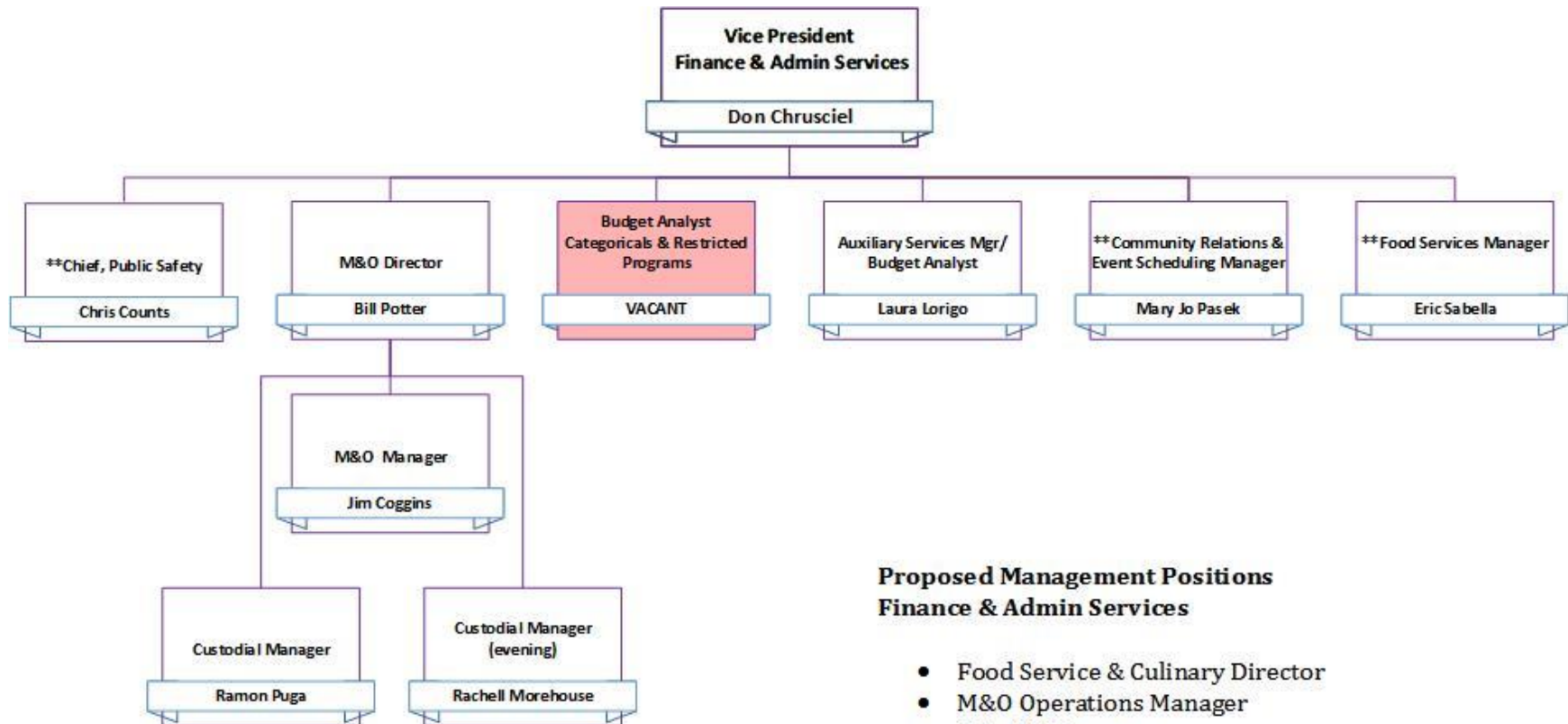
- Between last year and this year, BC will have hired 84 new, tenure track faculty positions. The previous year, more than 30 new faculty were hired. Nearly 10 new programs are being developed with an additional 3-5 new programs slated with Strong Workforce funding. The current instructional administrative structure needs to account for the scope of responsibilities, complexity and growth.

Job Placement Manager

- As part of the Strong Workforce Regional plan, the college plans to develop a workplace Internship Development Office which will employ a Manager and the existing Job Development Specialists. The duties of the office would include: 1. Integration of on-campus and off-campus job placement activities 2. Industry Partnership Internship Development Relations 3. CTE program completer Internship facilitation 4. Business mentor partnership development 5. Graduate employment follow-up data collection 6. Employability training for potential interns (Resume writing, letter of application writing, mock interview training, employment application completion, etc.) 7. Coordinate with Career Counseling upon student placement in CTE programs. 8. Coordinate services with entities such as EDD, WIB to promote enrollment of the un or under employed.

FINANCE & ADMIN SERVICES

CURRENT STRUCTURE AND PROPOSED POSITIONS LISTED



Proposed Management Positions Finance & Admin Services

- Food Service & Culinary Director
- M&O Operations Manager
- Title IX Manager
- Athletics Marketing Program Manager
- Food Service, Assistant Manager
- Public Safety Assistant Manager

Rationale for Positions – Finance/ Administrative Services

Director, Food Services & Culinary Arts

- This position would bring the two food/hospitality related functions already on the BC campus under a unified leadership. The position would provide the necessary expertise to assimilate the related functions (Food Service & Culinary Arts) into one unit to capitalize on the expertise and capabilities of both programs in providing this valued service to students, faculty, staff, and the community.

M&O Operations Manager

- As BC continues to add staff and facilities to accommodate the need of the campus, we need to increase management to deal with the M&O demands for services and oversight. The addition of a new manager will allow BC M&O to expand and start covering some areas that have not receive appropriate attention. This person would oversee M&O department safety, compliance, inspections, employee training, records management; elevator & ADA compliance, alarm systems (intruder & fire), the campus work order system, assist with the oversight of capital & renovation projects, and interact with other operations like campus events. We hope to improve in areas like preventative maintenance, systems management, inventory, safety programs, and overall reporting.

Rationale for Positions – Finance/ Administrative Services

Title IX Investigator Program Mgr.

- With the increase in reporting of Title IX complaints along with the growing population of both students and employees at BC, the Title IX Investigator would play an important role to facilitate investigations dealing with Title IX issues in a timely manner. This position will also provide ongoing training to be offered to students and staff, which will satisfy our requirements of providing ongoing training in this area.

Athletic Marketing/Events Manager

- Opportunities for more events, especially athletic related, appears to be viable at Bakersfield College. A manager focusing on these type of events could increase the revenue to the College as well as escalate the number of visitors to the campuses. It is anticipated that the additional revenue from more events could cover the costs, and provide sufficient incentive for the right individual to be prosperous in managing and seeking out these opportunities. The potential revenue and marketing exposure if done appropriately could be beneficial.

Rationale for Positions – Finance/ Administrative Services

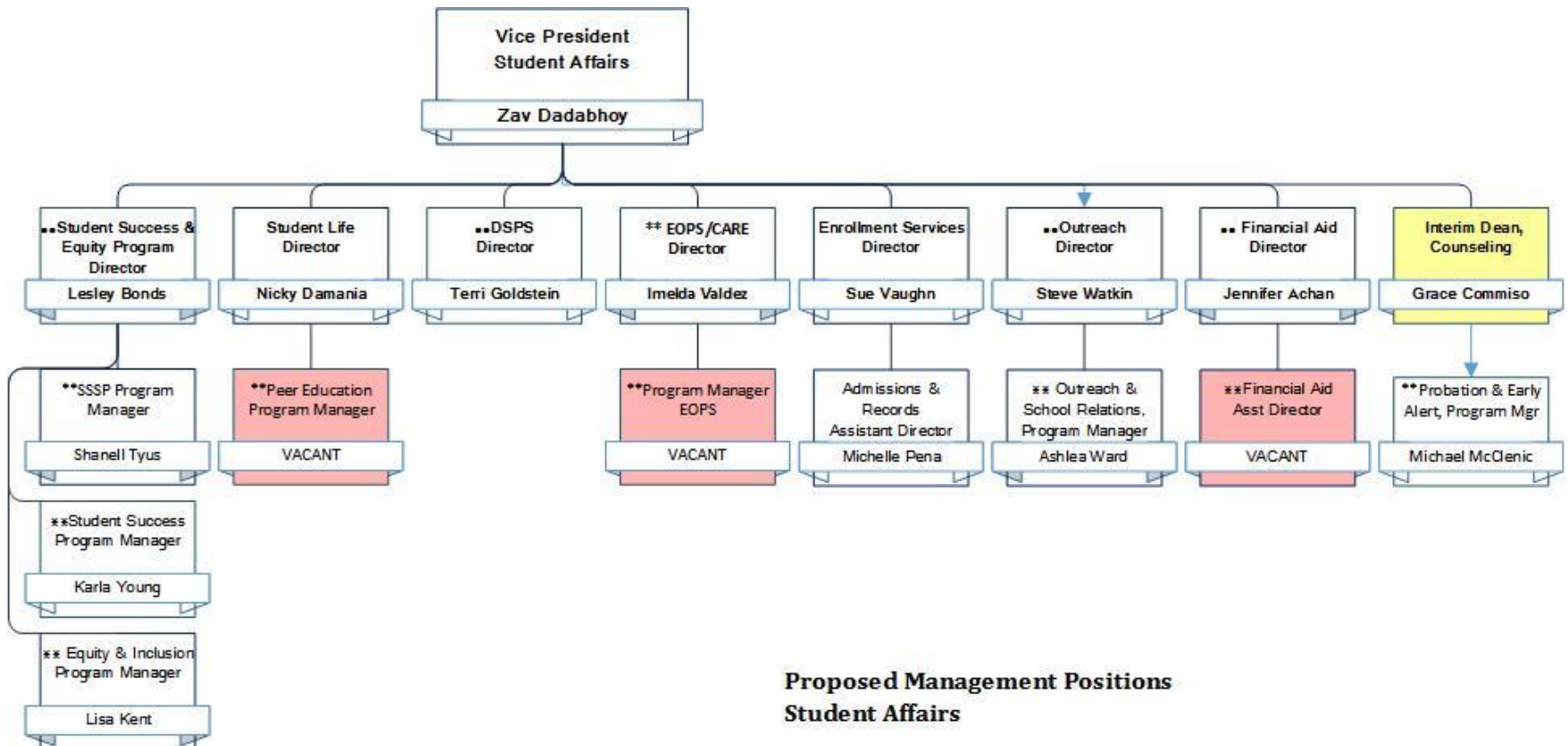
Assistant Manager – Food Services

- The BC Food Services area has shown significant growth in general food services, concessions and catering. The operations has the need for additional management so that load of responsibilities and demand for these services can be properly managed and not jeopardize our reputation and our financial stream of revenue in this area. The demand and interest for continued food services, concessions and catering is supported by the growth in revenue, which shows a favorable trend over the past few years, and is projected to continue into the future.

Public Safety Asst. Director

- The Assistant Director for Public Safety position will assist the Director in the day-to-day supervision and operations of the department, which has a staff of over 30 officers, student workers, and an Executive Secretary. This position will assist in managing the department allowing the Director additional time for future planning needs of department operations, in-house training needs of the department, and working on special projects to meet the needs of the college community in parking, safety and security.

STUDENT AFFAIRS CURRENT ORGANIZATION



Proposed Management Positions Student Affairs

- Veterans Resource Center Director
- Cohort & Pathways Director
- Career Center Director

Rationale for Positions – Student Affairs

Director of Veterans Resource Center *(GU001 and Equity)*

- Directs, monitors and has responsibility for overseeing all veteran student services at the College including recruitment, retention, student success and completion
- Establishes and maintains relationships with the local agencies for the purpose of providing services to veterans and military students
- Assists the College admissions and registration process by addressing issues that affect the delivery of admissions and registration services for Veterans college-wide Serves as the College liaison for Veterans certification processes and all military personnel programs, and also performs official certifications of veteran student records and maintains all VA certification records

Director of Career Center *(SSSP / Equity / Promise grant)*

- Career pathways and majors exploration
- Job development in community
- Career counseling in advising processes

Director of Cohorts and Pathways *(SSSP / Equity / Promise grant)*

- Coordinate campus-wide development and implementation of the BC Guided Pathways System (GPS)
- Streamline early education programs in collaboration with high school partners and BC counseling and discipline faculty to ensure clarity in intake and on-boarding processes
- Support the expansion of academic support services and coordinate the integration of instructional and student affairs activities to ensure student progression and completion
- Collaborate with university partners to clarify and promote transfer pathways

BUDGET IMPACT

GU Funded	Salary	FTE	Support Staff Need
President	-	-	
Academic Affairs	\$330,777	2	√
Student Affairs	\$101,528	1	√
FAS	\$340,743	3	
	<hr/>		
	\$773,047	6	
Non-GU Funded			
President	-	-	
Academic Affairs	-	-	
Student Affairs	\$376,901	3	
FAS	\$314,405	3	
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	\$691,306	6	
50% Law BC Impact	Current	64.57%	
	Proposed	69.86%	adjusted for 35 New Faculty Positions

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