

Facilities

Academic Affairs

Career Technical Education: all items supported except those associated with Childhood Development, which are more appropriately asked for and analyzed through the student services division plan

East Kern / KRV: all items supported except those identified below. Permanent Tehachapi Campus not supported at this time. Listed full-time faculty and staff furniture needs as well as student lounge needs supported to the extent they can be backfilled by furniture from the main campus remodel.

ESCC: the following items supported:

- Folding Chair Rack w/Wheels
- Replace Lighting Controls
- Replace Sprinkler Valve Boxes
- Dumpster Door Repair

Other items not supported at this time or not supported without alternative funding.

Letters and Sciences: all items supported that are supported through the section plan except designated separation of space for writing and math labs, rolling gate between LRC and community room at Bishop, and designated work area for librarian at Tehachapi.

Administrative Services

There are no facilities needs for Administrative Services for AY19.

President's Office

Any facility needs listed in department/unit reviews and planning will be addressed as we move into the new modernized main building. Next year gaps can be looked at after the dust settles.

Career Technical Education

Allied Health

No facility requests at this time.

Business and Information Systems

Increased classroom space will be necessary as the Cyber Security and Data Analyst programs grow and expand. These programs will also be adding equipment and additional computers so additional storage space for the programs will be required.

Childhood Development

While the Child Development Center located at the Ridgecrest campus has been updated and looks great, there is still an issue of security at the front door and the front office being hidden from the lobby. There needs to be staff at the front desk or some other locking mechanism that allows only those who are supposed to be at the center in the center when children are present.

Industrial Arts

There are a variety of needs related to the modernization project, in addition the department is requesting to have the solar house removed, the auto lifts removed and the removal of the center office in the Oxy/Acetylene lab.

Public Safety

The Advisory Board has identified the need to update and improve the firing range facility to include a "smoke house" for chemical agents training and exposures, concrete lanes (or Eco-Flec Rolls) for the shooters, latrine facilities for the students and recruits, and additional shade and seating areas for instruction and weapons maintenance. The department also requested items related to a Level I academy; however that approval does not at this time seem likely so those needs will need to be addressed at a later date.

Distance Education

N/A

East Kern College Center

EAST KERN:

1. Request and Justification for the Purchase of a Permanent Tehachapi Campus:

With the passage of a bond during the 2016 election, East Kern would like to state not only the desire but need for a future permanent campus/site in the City of Tehachapi.

Measure J Bond

Measure J specifically calls out (under description of facilities) that, "The Facilities to be finance by the Improvement District include the acquisition, construction, repair, upgrading, and equipping of classrooms, property, sites and community college facilities through the Improvement District. Project costs include the costs of design, planning, environmental review and remediation, and any secondary effects costs."

Even though the acquisition of a campus Tehachapi was not listed in the initial CCCC “Project List,” the bond states, “Bond proceeds shall only be expended for the specific purposes identified herein,” thus not (just) the specific project list. Exhibit A and Exhibit B describe the specific purposes of the bond (i.e. acquiring facilities, sites, assist veterans, etc.).

With the site's continued growth and expansion, this request can become a reality. Also, the need for this request was noted in CCCC’s Educational Master Plan that is currently being proposed.

Educational Master Plan Statement (targeting campus request) 2018-2023

“The Tehachapi Campus is perhaps the fastest growing Cerro Coso Community College Center. As mentioned above, the City of Tehachapi is the 10th fastest growing retail market in the state of California. This is most certainly a positive economic indicator for the Center and for Cerro Coso Community College as a whole. The city is also home to one of the world’s largest producers of wind-generated electricity. The Tehachapi Campus ESA 2016 population is 41,714 and growing to 43,453 for 2021. In general, this Center has the most progressive and substantial financial indicators than the other East Kern Valley ESA.”

Creating “Complete Campuses”: “As a companion to encouraging / incentivizing student to take greater class loads, the College should strive to create complete campuses” at each location. This applies, particularly, to the outlying campuses. At present, there is an overall imbalance of space across the campuses i.e. a plethora of space at one campus and little or no space at another. If there is an effort to encourage students to take greater course loads, there should be facilities present on the campus that support and that effort – i.e. make the campus a place where student want to be. The “complete campus” concept also extends to the provision of course offerings that facilitate students achieving their respective educational missions. “

The Campus’ Capacity for Growth - Data: “When the last Educational Master Plan 2012 was completed, the annual East Kern Center student enrollment growth rate was projected to be 5.2% on annual basis over the period 2010 to 2015; WSCH was projected to grow at 3.2% annually over that same period. The actual annual rate of student enrollment growth outperformed this projection; it averaged 51.0% on an annual basis. The generation of WSCH at the East Kern Center also exceeded the projections from the last Educational Master Plan with an annual average growth rate of 31.9% from 2010 to 2015. The growth rates for both student enrollment and WSCH were skewed by the addition of the Tehachapi Campus in 2015. This impact needs to be considered in the future capacity for growth at the East Kern Center.”

Projected Cost to purchase a campus (including classroom furniture and renovation if required) – \$800,000.00 (Looking at Measure J to fund majority of project)

2. Library AUP Connection:

The Tehachapi site aligns with the Library AUP's request for a locking file cabinet. The Tehachapi site does not have a locking cabinet that can house reserve textbooks.

3. Campus Requests:

As the campus continues to grow and expand, with traditional, non-traditional, and special populations (i.e. dual enrollment and incarcerated students), the need for additional furniture for students, faculty and staff is required. The campus is expanding, and with that expansion comes a need for a student lounge space/furniture, learning assistance space/furniture, the ability and capacity for storage, and other misc. items required to run a campus smoothly. Lastly, when additional full-time faculty are hired for East Kern, they must have a designated space (i.e. cubical, desk, etc.).

Full-Time Faculty and Staff Furniture Needs:

Two Cubicle Space for Faculty/Managerial Staff - Projected cost is \$3600.00

Three Rolling Desk Chairs - Projected cost is \$400.00

Matching Partition Wall to tie into existing partition walls with window - Projected cost is \$4800.00

Office needs targeting students and the public:

Six Additional Waiting Room Chairs - Projected cost is \$1000.00

Reception Table - Projected cost is \$250.00

Student Lounge:

Lounge/Couch Style Seating for Student Lounge - Projected cost is \$3000.00

Two Large Bulletin Boards - Projected cost is \$150.00

Student Services:

Two Rolling Carts with Locks for Counseling Prison Visits - Projected cost is \$300.00

Locking Cabinet for CONCURRENT/DUAL ENROLLMENT - Projected cost is \$1200.00

Two Metal Standing Signs - Projected cost is \$200.00

General Facility:

Ladder 6ft - Projected cost is \$100.00

Metal Hand Truck - Projected cost is \$100.00

Two Large Trash Bins for Science Room - Projected cost is \$150.00

Three Portable Air Conditioning/Heating Units with Auto Off - Projected cost is \$2000.00

Cubicle Storage/Bookcases for three Cubicles - Projected cost is \$500.00

Total amount request for all above items (i.e. faculty/staff, office, student lounge, student services, and general facility) = **\$17,750.00**

4. Copy Machine Request – High Capacity:

The Tehachapi campus is requesting the purchase of a high capacity copy machine, specifically the Canon IRA 4551. Many faculty teaching inside both California City Prison and Tehachapi Prison depend on copies due to the ability to use technology. We have seen a steady and quick increase in the number of copies at the campus, along with the number of copy requests at the IWV print shop.

Copy Machine Specifications:

- Copy Speed:
- 51 B/W copies/prints per minute
- 150-Sheet Duplex Scanning
- 2,200 Sheet Standard Paper Capacity
- 2,700 Sheet Paper Deck – Total Capacity
- 4,900 Sheets
- Internal Finishing and Hole Punch
- Network Printing
- Scan to Email/File
- Handles 17 lb. To 110 lb. Index from all sources
- Handles up to 11” x 17” paper stock

Amount Requested for Copy Machine: **\$7000.00**

Amount Requested for maintenance plan/click: **\$1000.00 (annually)**

KERN RIVER VALLEY:

1. Classroom and Office Furniture – As requested in past section plans regarding KRV’s renovation project: \$75,000.00 (to be paid by Measure J).

2. Copy Machine Request – High Capacity: The Kern River Valley campus is requesting the purchase of a high capacity copy machine, specifically the Canon IRA 4551 to replace the old copy machine that is currently in use. This machine is constantly jamming, having issues with the staple and sorting function, and the need to replace is to come. Many faculty teaching inside both California City Prison and Tehachapi Prison also depend on copies due to the ability to use technology. We have seen a steady and quick increase in the number of copies at the campus, along with the number of copy requests at the IWV print shop.

Copy Machine Specifications:

- Copy Speed:51 B/W copies/prints per minute 150-Sheet Duplex Scanning 2,200 Sheet Standard Paper Capacity 2,700 Sheet Paper Deck – Total Capacity4,900 Sheets Internal Finishing and Hole Punch Network Printing Scan to Email/File Handles 17 lb. To 110 lb. Index from all sources Handles up to 11” x 17” paper stock

Amount Requested for Copy Machine: **\$7000.00** (Request to use Measure J funds)

Amount Requested for maintenance plan/click: **\$1000.00 (annually)**

Eastern Sierra College Center

Bishop Facility Needs

Need	Cost	Priority	Rationale
Storage Sheds	\$10,000	M	Safety & Regulations
Sink/Counter Student Lounge	\$4,000	L	Function & Sanitation
Bishop Well Remediation	\$250,000	L	Health
Parking Lot Replacement	\$300,000	H	Safety & Appearance
Remove Drinking Fountains/Install Utility Sinks (ART)	\$3,000	M	Function
Carpet Replacement	\$200,000	M	Safety & Appearance
Folding Chair Rack w/Wheels	\$500	H	Safety & Regulations
Glass Wall b/w Community Room & LRC	\$10,000	H	Function
Finish Kitchen install Washer/Dryer, Hood	\$3,000	H	Function
Pallet Jack	\$500	M	Function
M&O Shelving/Work Table	\$3,500	M	Function
Flag Pole Lighting Repair	\$1,000	M	Function & Regulation
Nameplates for Offices	\$250	M	Function
Back Curtains for Community Room Stage	\$500	M	Function
Community Room Stage Lighting	\$3,000	L	Function
Bulletin Boards for A&R/Kiosk Area	\$500	H	Function

Mammoth Facility

Need	Cost	Priority	Rationale
Replace Lighting Controls	\$3,500	H	Safety & Function
Replace Window Blinds	\$50,000	H	Function & Safety
Replace Sprinkler Valve Boxes	\$2,000	H	Safety
Dumpster Door Repair	\$2,500	H	Function, Safety & Regulation
Painting/Carpet	\$300,000	H	Safety, Appearance
Repair Flag Pole Lighting	\$1,000	M	Function & Regulation
Repair Lighting Above Stage	\$2,000	H	Function
Room Signage Project - Correct Errors & Missing Signs		H	Function & Safety
Bike Racks	\$2,500	M	Function & Safety

Letters and Science

Kinesiology and Health Science

1. Repair/refurbishing college track, supported, no \$ amount identified, Measure J funded?
2. Tennis court resurfacing, supported, no \$ amount identified, Measure J funded?
3. Make all areas of gym complex ADA accessible, supported, no \$ amount identified, Measure J funded?
4. Repair/replace gym bleachers, supported, no \$ amount identified, Measure J funded?
5. Create outdoor fitness center/yard, not supported – not supported at this time so that a focus can be placed on other needs, no \$ amount identified

Visual and Performing Arts

1. Repair broken windows in instructional spaces, supported, no \$ amount identified
2. Install adjustable shades over windows in instructional spaces, supported, no \$ amount identified
3. HVAC system serviced, repaired, or replaced so that environment is conducive to learning, supported, no \$ amount identified
4. Repair disability access exterior doors to the building so that they operate as expected, supported, no \$ amount identified
5. Complete installations of equipment in the sculpture lab, not supported at this time so that a focus can be placed on the other needs.

Learning Assistance Center

1. Space for proctoring at the Tehachapi facility, ?
2. Signage on the 2nd floor of the IWV LRC to support the LAC, supported, no \$ amount identified
3. Designated separation of space for writing and math labs on the 2nd floor of the IWV LRC, supported, no \$ amount identified

Library

1. Replace defunct and broken "rolling gate" between LRC/Library room and adjacent Community Room with a glass wall. (\$18,000)
2. A designated work area for the Librarian at the Tehachapi facility: desk, cubicle walls, supported, (\$800)

Science and Engineering

1. As construction project continues to displace the science lab classes, unanticipated issues that affect safety and lab feasibility must be addressed such as proper chemical storage and student work surfaces. Supported, construction funds? Foundation funds?

Access Programs

Access Programs, IWV needs to ensure that there is enough space to provide adjunct counseling support to students whether that is in the modulars, Learning Resource Center, or in the new one-stop space. Currently, an adjunct counselor is utilizing a Student Activities office that will soon be unavailable.

Admissions and Records

Office space for new Admissions & Records Technician Assistant position.

Athletics Supported under long term planning

Soccer Field: Supported under long term planning

Conex storage container Supported under long term planning

Paint stadium with school color Supported under long term planning

Soccer Shelters (two) Supported under long term planning

Install scoreboard with running clock (requirement for conference play) Covered Benches for players **Supported under long term planning**

Softball Field **Supported under long term planning**

Palm Trees to line outfield perimeter **Supported under long term planning**

Improve the entrance area to the softball field to be more “fan friendly”. **Supported under long term planning**

Improve bleacher seating. Stadium seating would improve the aesthetics, accessibility and experience for spectators. **Supported under long term planning**

Baseball Field

Conex Storage Container **Supported under long term planning**

Remove Poplar trees beyond outfield fence **M&O project supported**

Palm Trees to line outfield perimeter **Supported under long term planning**

Evaluate seating on the hill. There is a need to add stationary stadium seating on the lower portion of the hill to make the field more accessible to all spectators **Supported under long term planning**

Gym Court **Supported under long term planning**

Update the paint scheme to match school colors

Replace wall padding with school colors and current logos

Gym Hallway **supported under long term planning**

Paint hallway to match school color scheme

Update hallway with logos or graphic design. The design will showcase our mascot, past players, or facilities.

Weight Room **Supported under long term planning**

Add current Cerro Coso logos to the wall

Update the paint scheme to match school colors

Replace Flooring

Athletic Training Room

With the growth of the Athletic Department and a greater number of athletes (current and projected) comes a need for a larger Athletic Training room. The classroom/Rm. 405 is proposed to be modified as the new Athletic Training Room (water and ice facilities already exist next door in the Snack Bar area). Minimal improvements would need to be made to this room to convert the space and would give the Athletic Trainer optimal room to meet the needs of the student-athletes. **Supported under long term planning**

Athletic Director's Office

The space used previously as the Athletic Training Room to be converted into office space for the Athletic Director and Athletic Department Assistant. The current space being used for the Athletic Director's office will then become coaching office space. **Supported under long term planning**

Classroom/Study Area

The current racquetball court is unused and could be converted into a classroom or student study area. This room could be used for college class, team meetings, and student study sessions.

Basic Skills

Business and Information Technology

CIS/Cyber: There is a need for a dedicated classroom that can be used both by on ground classes and club/industry events.

Business Administration/ Management: No facility needs for next year.

Paralegal: No known needs for the next year.

BSOT: No additional needs for the coming year.

Child Development

While the Child Development Center located at the Ridgecrest campus has been updated and looks great, there is still an issue of security at the front door and the front office being hidden from the lobby. There needs to be staff at the front desk or some other locking mechanism that allows only those who are supposed to be at the center in the center when children are present.

M&O supported funded by others

Child Development Center

The parking lots of both the IWV site and the Heather St. site need to have curbs and parking grid lines repainted. **M&O supported funded by others**

The Heather St. site building needs to be leveled. The carpets in both California City sites need to be updated. **M&O supported funded by others**

The outside fencing at the IWV site needs to be repaired in order to ensure safety of the children. **M&O supported**

Continuing Education

None at this time.

Counseling

The Counseling Department at IWV needs to ensure that there is enough space to provide adjunct counseling support to students whether that is in the modular, LRC, or in the new one-stop space. As full-time positions have increased and been filled, the space has been reduced for adjunct counselors to meet privately with students. The Director is trying to work their schedules around available office time but this is not what is always best operationally or what meets the needs of students.

English and Foreign Languages

Equity

Now that the Student Equity Department has launched its first learning community (Umoja), it is important that dedicated space is available for these students. Typically programs like this require these spaces, but fortunately, we are able to continue on without one. However, this space will be important as the program continues to grow each semester.

Financial Aid

Honors

None

Human Resources

None.

Industrial Arts

Modernization of the Oxy/Acetylene lab. **Supported under long term planning**

Removal of center office in Oxy/Acetylene lab. **Supported under long term planning**

Remove automotive lifts in the back yard. **Supported under long term planning**

Remove solar house in the back yard. **M&O project supported**

Have needed repairs made to our iron worker in the Oxy/Acetylene lab. **requests supported with funding provided by others**

Work stations, piping and venting for modernization/upgrading of oxyacetylene welding lab room 192W. **Supported under long term planning**

Remove vacuum exhaust unit from North wall of new welding lab room 147W. **Supported under long term planning**

Chop saw and rollers. **requests supported with funding provided by others**

Sumner pipe stands 6ea. **requests supported with funding provided by others**

Pipe stands with rollers 6ea. **requests supported with funding provided by others**

Welding curtain material for portable welding curtains. **requests supported with funding provided by others**

Portable fume extractor 2ea. **requests supported with funding provided by others**

Plate beveller. **requests supported with funding provided by others**

Desktop 3D printers 20ea. **requests supported with funding provided by others**

New shear for cutting metal. **requests supported with funding provided by others**

Replacement of old welding machines, combination smaw/gtaw, and gmaw 10ea **requests supported with funding provided by others**

Weld camera equipment. **requests supported with funding provided by others**

Replace all drop down air-lines in labs. **Supported under long term planning**

Better lighting in the new welding lab room 147W. The current lighting casts shadows in the welding booths making it difficult to see. **Supported under long term planning**

New tool boxes with rollers. **requests supported with funding provided by others**

4 Plasma cutters. **requests supported with funding provided by others**

Information Technology

In the past IT has asked for additional storage space, this is still a need but is not a priority.

Kinesiology and Health Science

A new inventory and replacement plan will be presented, however based on the current years plan and evaluation of equipment estimated need will be around 30,000.

Repair/refurbish College Track (25 years old) **Supported under long term planning**

The track has over 25 cracks in the 1/4 mile. Some are large enough to fit entire fingers in. **Supported under long term planning**

The track surface is deteriorating and bubbling and slickness of the surface is becoming more apparent. **Supported under long term planning**

This request has been ongoing for many years. This is a item of critical importance in terms of a safe teaching and community environment.

Track is officially used by our college classes, the community (Relay for Life, Over the Hill Track Club, and

service area K-12 schools), in addition many community members take advantage of the track during the hours the complex is open. **Supported under long term planning**

Tennis Court Resurfacing

Again, a request that has been made for many years.

All six courts are becoming slick and are losing traction. It is a safety issue and quality of instruction is impacted. **Supported under long term planning**

Make All areas of complex ADA accessible.

Many of the paths and through ways are not accessible to accessible to individuals with physical disabilities who are mobility impaired. **Supported under long term planning**

(Specifically to sports fields.)

Repair or replacement of gym bleachers. **Supported under long term planning**

Bleachers are constantly getting "stuck" a serious repair or replacement or these bleachers is needed to continue to host events of scale in the gym. **Supported under long term planning**

Create an Outdoor Fitness Center/Yard

Benefits for College, Community and Individuals

1) College

Allows increased diversity and creativity within college fitness classes. Will provides new, safe equipment in an outdoor setting that can be used by all ability levels.

2) Community and Individuals

Provides a free social outlet for exercise. **Supported under long term planning**

Learning Center

The LAC is requesting the following:

Proctoring services (Tehachapi)

- Tehachapi is in need of a solution for proctoring. Typically, campuses would have a room that is dedicated to this; however, sites like KRV have a small room that is used for tutoring when proctoring is not occurring. This would require desks and chairs for students.

Signage on 2nd floor LRC (IWV)

- The current wording on the wall leading up to the open lab says, “eLearning;” however, the second floor is more accurately “Open Lab” and “The Learning Assistance Center.”
 - The cost of this change is uncertain

Distinguished space for math and writing labs (IWV)

- The LAC’s math and writing labs operate within an open lab which causes a few issues
 - The labs are not identifiable from a distance – there is not a beginning or end to the labs, students do not know where they need to go to utilize services
 - Students tend not to sign in to the kiosks which generate all of our data regarding usage. This is the only way we have to assess student success and utilization of services.
 - The math and writing lab occur at the same location – there is not clear separation between math and writing labs
- Suggesting a separation – one lab on the east side; one on the west
 - Glass or Plexiglas walls to separate the labs from open lab space
 - These walls double as a surface to write on for tutoring purposes

Replace defunct and broken "rolling gate" between LRC/Library room and adjacent Community Room with a glass wall (\$18,000) **Supported under long term planning**

- Justification--The Bishop campus layout has been repurposed over the years to maximize efficiency and to optimize student and community interactions. The old "computer lab" adjacent to the LRC has turned into a highly-used community and student room to house events. The computers are now inside the adjacent LRC, allowing LRC faculty to work one-on-one with students in a smaller, more intimate venue. With the old defunct metal gate, sound carries from the community room (orchestra, community events, etc) into the LRC, which impedes student concentration and disrupts LRC learning interactions. A glass wall is needed to fully separate these two adjacent spaces that serve two distinct purposes on the campus.

Library

BESCC

Replace defunct and broken "rolling gate" between LRC/Library room and adjacent Community Room with a glass wall (\$18,000)

Justification--The Bishop Campus layout has been repurposed over the years to maximize efficiency and to optimize student and community interactions. The old "computer lab" adjacent to the LRC has turned into a highly-used community and student room to house events. The computers are now inside the adjacent LRC, allowing LRC faculty to work one-on-one with students in a smaller, more intimate venue. With the old defunct metal gate, sound carries from the community room (orchestra, community events, etc) into the LRC, which impedes student concentration and disrupts LRC learning interactions. A glass wall is needed to fully separate these two adjacent spaces that serve two distinct purposes on the campus. **Supported under long term planning**

Tehachapi

A designated work area for the Librarian: desk, cubicle walls (\$800)

Justification--the Tehachapi LRC is located in the 1 room all-purpose campus room with no clear area for the librarian

Supplies (\$100)--toner for new printer, paper for printer

IWV

Supplies (general): (\$250)

Maintenance and Operations

IWV M&O will be requesting large factory maintenance contracts to maintain all of our new and some old HVAC equipment these contracts are key to keeping the units operational. Like everything these units have become very digital and complicated we don't have the knowledge or

tools to service this technology. The contracts would be Daiken \$30,000 and Aeon equipment \$20,000 **budget work sheet**

IWV 3/4 – 1-ton pick-up truck for towing large equipment throughout our service areas. \$30,000 **budget work sheet**

IWV ladder rack and tool box for truck list above \$3000 **budget work sheet**

IWV Dump trailer to help remove trimmings, weeds and haul to the dump \$7500 **budget work sheet**

IWV Replace 1995 Ford Rangers with equivalent type pick-up trucks \$30,000 **budget work sheet**

IWV Replace Tri-King Reel mower for Baseball and Soccer field maintenance \$25,000 **budget work sheet**

IWV Reel blades to fit the above requests \$6000 **budget work sheet**

IWV Bicycle racks (3) campus wide \$1500 **Supported under long term planning**

IWV Picnic tables (3) for Sculpture garden \$3000 **Supported under long term planning**

IWV Free standing benches (3) campus wide \$1500 **Supported under long term planning**

IWV Maintenance and Operations building insulation. \$25,000 **Supported under long term planning**

IWV / LRC Carpet replacement Future State SM funds \$150,000 **Supported under long term planning**

IWV Replace old tables \$3000 **budget work sheet**

IWV Replace old chairs \$3000 **budget work sheet**

IWV Replace event canopies \$4500 **budget work sheet**

IWV Repair and service tractors \$3,500 **budget work sheet**

IWV Replace 3 old golf carts assigned to M&O with 2 new golf carts \$15,000 **remove request no longer needed.**

IWV Shade structures over smoking areas (3) \$5000 **Supported under long term planning**

All Campuses Replace classroom lecterns \$4000 **budget work sheet**

Bishop Storage sheds \$10,000 **Supported with funding**

Bishop install sink/counter for student lounge \$4000 **Supported with funding**

Bishop remove drinking fountains and install utility sinks for Art \$3,000 **in progress**

Bishop Carpet replacement \$200,000 **Supported under long term planning**

Mammoth Replace lighting controls \$3500 **in progress**

Mammoth replace all window blinds \$50,000

Mammoth Replace sprinkler valve boxes \$2,000 **M&O supported**

Mammoth Carpet replacement \$200,000 **Supported under long term planning**

Tehachapi

Full-Time Faculty and Staff Furniture Needs: **requests supported with funding provided by others**

Cubicle Space for Faculty/Managerial Staff - Projected cost is \$3600

Three Rolling Desk Chairs - Projected cost is \$400.00 each \$1200

Matching Partition Wall with window for existing unmatched Cubicle Space \$4800.00

Office needs targeting students and the public: **requests supported with funding provided by others**

Six Additional Waiting Room Chairs - Projected cost is \$3000.00

Reception Table - Projected cost is \$250.00

Student Lounge: requests supported with funding provided by others

Lounge/Couch Style Seating for Student Lounge - Projected cost is \$2000.00

Two Large Bulletin Boards - Projected cost is \$300.00 M&O supported

Student Services:

Locking Cabinet for CONCURRENT/DUAL ENROLLMENT - Projected cost is \$1200.00

General Facility:

Ladder 6ft - Projected cost is \$100.00 M&O supported

Metal Hand Truck - Projected cost is \$100.00 M&O supported

Two Metal Standing Signs - Projected cost is \$200.00 requests supported with funding provided by others

Two Large Trash Bins for Science Room - Projected cost is \$150.00 M&O supported

Three Portable Air Conditioning/heating Units with Auto Off - Projected cost is \$2000 Not supported should be building owner provided.

Cubicle Storage for three Cubicles - Projected cost is \$500 requests supported with funding provided by others

Mathematics

The department does not foresee any immediate facility's needs.

Public Information/External Relations

Secure storage will be needed to house fundraising and marketing supplies. Work with PIO to find space once we move back into Main Building.

Public Service: Administration of Justice

The Advisory Board has identified the need to update and improve the firing range facility to include a "smoke house" for chemical agents training and exposures, concrete lanes (or Eco-Flec Rolls) for the shooters, latrine facilities for the students and recruits, and additional shade and seating areas for instruction and weapons maintenance. In anticipation for the Level I academy it will be necessary to develop an MOU for use of the Airport in Inyokern and Bishop for the

Emergency Vehicle Operations Course (EVOC). In anticipation for the Firefighter I Academy it will be necessary to construct a tower for repelling and ladder drills as well as a "burn house" for practical exercises. Finally, it would be beneficial to have a designated area to store the ADMJ trailer and squad cars. The Level I academy will require that more squad cars are either purchased or donated which will require a larger space to store the patrol units. **Any structure built will require Architects and DSA approval because student will be utilizing the facilities.**

If additional vehicles are purchased please provide ongoing budgets to support the vehicles.

Science and Engineering

The Science department's ability to offer biology and chemistry lab courses at the IWV campus is severely impacted due to the Main Building's renovation project. Without access to the Science department's dedicated lab space in the Main Building, lab courses have used improvised lab space within the West Wing's Industrial Arts instruction space. The use of this temporary lab space creates limitations on lab procedures used in class, access to lab equipment and supplies, flexibility in course scheduling, section size, and the overall morale of students and instructors alike.

The Science department proposes that its lab courses should be offered in the Main Building's dedicated lab space as soon as possible. If safety and logistics allow for it, the Science department would like to move back to the Main Building at the earliest possibility.

Social Science

No requests

Visual and Performing Arts

There are significant resource needs for facilities. Some issues include temperature control, malfunctioning doors, and broken windows. The rooms become uninhabitable during extreme heat and cold. Room temperatures have been logged in the 100's during the summer and the low 50's in the winter. The swamp cooler and heater compete with each other on a regular basis. In addition, the swamp cooler is noisy and ineffective. It makes it difficult for students to listen to the lecture and blows papers around the room. The heater is mounted on the ceiling and does not adequately heat the room. **HVAC has been identified on the project priority list.** The windows in the 2D lab need adjustable shades to reduce the glare on the projector screen. There is a broken window in the 2D lab that could pose an injury risk to students. There is another broken window in the ceramic lab. Both of these windows are located directly over the student work area. **Windows have identified on the project priority list along with replacing the standing seams.** Several pieces of equipment in the sculpture lab require minor wiring and other set up to be used. **Please provide list of equipment so it can be determined what is needed to set the equipment up to work properly.** The disability access switch on the exit door in the sculpture lab does not work. **This was repaired and is functioning properly.** The disability access switch on the exit door near the 2D lab does not work first thing in the morning. It must be manually opened each morning before the switch will function

properly. This is a scheduled door and will not open until the scheduled time, if the time needs to be adjusted please provide a work order request.

Annual Resource Plan

2018 – 2019 Academic Year

Information Technology

Academic Affairs

East Kern – The center has asked for webcams with microphones and 2 displays for digital signs. East Kern is also asking for a desktop to replace the laptop computer that the education advisor and the campus manager are using, IT will replace the laptops with desktops this year. They have also requested 3 additional media carts, those were provided late during the fall semester. East Kern has also asked for 10 more laptops for the prison program, this request is not supported in the Academic Division Plan at this time. East Kern has also requested update phones. IT has added phones and is working with the DO to provide Shortel phone service to that site. They have also requested an ITV room. This request is being considered for a measure J project. Dedicated space would need to be allocated to the college for this room. The total budget impact is **\$3,200.00**.

KRV – KRV is requesting 2 displays for use as digital signs. Total budget impact is **\$3,000.00**

Distance Education – Distance Education had requested the purchase of the Ally accessibility program; however, at this time that request is on hold as to align with what the state OEI is using.

CTE

CIS Business – The Cyber Security program is requesting a lab of 30 computers, plus network equipment, podium, and projector. At this time, there is no space for an additional computer lab. If space becomes available for the program, the estimated cost of their request is \$50,000.00. The software that the CIS department is requesting is current with our current instructional lab deployments. To maintain this setup, we need to continue our subscription of two key software packages, Microsoft and Adobe DC. We currently have site license for both, the Microsoft software is centrally funded by the District Office and the Adobe license was funded last year by the CTE and IT departments at a cost of **\$9,790.00**

Allied Health – Is asking for a video monitoring system for the nursing skills lab. This project is currently being funded by strong workforce development funds and implemented as part of the main building modernization project.

Industrial Arts

Is asking for video projection equipment with wireless connectivity from computers for rooms 192, 198, and 147. This request was not supported in the Academic Affairs Division Plan at this time.

Letters and Science

LAC – Is requesting a SARS kiosk at the Mammoth Lakes and Bishop campuses. This can be addressed with used computers. They are also requesting 3 additional computers and headphones for proctoring stations. Total budget impact **\$2,700.00**

Kinesiology – Is asking for TV monitors and sound in the weight and cardio rooms. This was taken care of prior to the start of spring semester.

Library – Is asking for laptops replacements instead of the 10 that they currently have. They would also like laptop computers to support the distance library access at the distance sites. These laptops have been identified as part of the IT hardware replacement plan. In addition, the library is requesting a printer with a finisher for the Tehachapi site to support the prison program. Total budget impact **\$1300.00**

Visual and Performing Arts – No additional requests

Eastern Sierra College Center Campus

ESCC – Has no additional requests outside of the IT Unit Plans hardware replacement plan for next year.

Student Services

ACCESS – Will need continued support from IT for accessibility software upgrades and installations.

Admissions and Records – Has requested a computer for a new staff position, this will be provided at the time of hiring.

Athletics – Is asking for WiFi capability at all athletic facilities. This has been identified as part of IT's 2017 – 2018 AUP and we are currently waiting for the district emergency notification project to start as this will provide connectivity to that area. Athletics is also requesting a video camera for live streaming games. IT has replaced the video cameras as part of their upgrades last year. One of the cameras is slated for ESCC for their

events. Athletics could have the second camera. Athletics is also requesting an iPad for use at games. The last request is for digital signs to be used for athletic events and scores. This is supported in general by the VP, and IT can provide a cost if there is budget for this. Total budget impact - **\$450.00**

Child Development Center – No requests.

Counseling – Is asking for dual monitors and stands for all staff computers. This will be funded from SSSP, and will just need IT support for setup.

Equity – Is asking for IT support for electronic surveys.

Financial Aid – Is asking for a laptop for the technician from the promise grant. This request has already been addressed this year.

Student Activities/Govt./Outreach – No requests this year.

Administrative Services

No requests this year. I will address technology needs for the main building in a separate section.

President's Office

The president's office supports upgrading the digital sign software that will allow the digital signs to support other features such as calendaring. This will require that we purchase new hardware for the existing signs so that all signs have the same features and management application. The cost is \$200.00 per sign for the hardware and \$40.00 a month per sign. The cost to upgrade the current signs would be \$800.00 one-time cost and \$1600.00 annually after that. There are also requests for 8 additional signs at the other sites and in the gym and main building. Total budget impact for this year would be **\$8,160.00** and \$5,760.00 annually.

Public Information Office – Is requesting 4 hand-held video cameras for the sites to use to capture events and activities at the sites. Total budget impact **\$800.00**

Information Technology Department – Had no requests this year. However, there are needs for the main building that were not identified as part of the IT unit plan or hardware replacement plan for this year.

Main Building Technology Needs – The main building renovation project is concluding this summer and there are computers and printers that need to be purchased in the student services area. These computers were scheduled for replacement a couple years ago. In the future these computers and printers are included in the IT hardware replacement plan. The High-Tech center will need 6 new computers and use an existing printer and computer for SARS check in station (\$5,010.00). The placement testing center will need 9 new computers and two webcams and a printer (\$8,115.00). The



counseling work room will need 6 new computers and a printer (\$5,410.00). The main lobby area will need 6 computers, 4 iPad's with stands and a printer (\$7,810.00). The main student services work area will need 6 computers, a high-volume B&W printer, a high-volume color printer, and a high-volume copier. Student services is exploring if existing printers can be used, which would lower the provided quotes (\$16,010.00).
Total Budget Impact - **\$42,355.00**

Summary

All of the requests from either the unit plans or the division plans are in line with either goal one or goal three of the current Information Technology Plan that was developed by the TRT committee. The focus of these two goals is to improve student learning with standardized technology-enabled classrooms, and to build and maintain core services that aid with fulfilling the mission of the College. In addition to the requests identified in the above resource plan, there are requests for funding for campus technology in the Information Technology Annual Unit Plan, these requests include upgrading 2 classrooms to smart classrooms (\$27,000.00), and replacement of one ITV room (\$40,000.00). The last request is implementation of a new 7-year hardware replacement plan. The first year of the plan replaces 138 instructional computers, 10 staff and faculty laptops, and 2 campus servers (\$112,300.00). These requests have been identified and accounted for in the IT budget work sheet.

Total budget impact for IT requests - \$241,265.00

Public Information, Marketing, and Development

2018-2019 Resource Plan

The mission of the CCCC Public Relations, Marketing, and Development Department is to support the college mission by enhancing public awareness and participation in the college's many programs, services, and activities. The Department seeks to increase the overall visibility of the college and reinforce its brand and reputation within its diverse communities. The goal of the public information and marketing efforts is to highlight the high-quality education and dynamic services the college provides to its unique rural communities resulting in the college's growth. To effectively communicate and market to existing and prospective students, Cerro Coso Community College must use of a variety of strategies, based on target audience communication styles, and constantly re-evaluate marketing methods and messages to meet our diverse student populations. The Development Department serves to engage alumni, friends, donors, parents, students, prospective students, faculty, and staff to treasure their association with the College, building relationships and partnerships with community and business leaders that strengthen their support, advancing the college. We strive to inspire those who are not directly connected with the institution to take notice of our academic reputation and contributions to the region and beyond.

This plan will identify the resources needed to address marketing requests in the 2018-2019 division plans that may or may not have been considered in the department's budget which was submitted prior to receiving division and section requests.

Focused marketing campaigns have been requested for:

Academic Affairs

o Distance Education

The Distance Education Department would like to adopt several marketing strategies to increase online course enrollment in academic year 2018-19, including ad purchases in military magazines and on Google and Facebook.

- *PIO did not budget for these expenses. Military magazine ads are quite expensive.*
- *Distance Education may have budgeted for these expenses.*

o East Kern – Cal City/Tehachapi/Edwards/Mojave

Increase advertising to include:

- Facebook Advertising - \$1,200 (\$100 per month)
- Greater Tehachapi Chamber of Commerce Bronze Membership - \$1,000
- Mountain Festival Booth - \$450
- Fall Business Showcase Exhibitor Booth - \$400
- Advertising budget increase by 50%) essential to growth and expansion.

- *PIO did not budget for these expenses*
- East Kern – Lake Isabella
 - Outdated sign replacement - \$1,000
 - *PIO did not budget for this expense*
- Eastern Sierra College Center
 - ESCC requests \$5,000/year for annual registration post card mailings - \$5,000
 - *PIO did not budget for this expense*
- Letters & Science
 - Targeted brochure that combines LAS degrees with information about the honors program specifically include English, Kinesiology, Math, Social Science, and Honors.
 - *PIO budget sufficient to support this request*
 - Honors
 - Ideas needed about reaching high school students and parents directly or indirectly.
 - *PIO budget sufficient to support this request*
 - Kinesiology and Health Science
 - Targeted marketing program for KINS majors in both IWV and ESCC is requested.
 - An online campaign with the PIO and webmaster to promote the major is our next step.
 - *PIO budget sufficient to support this request*
- Visual and Performing Arts
 - A printed schedule or list of classes to go out to the community. Targeted marketing.
 - *PIO did not budget for this request*
- Continuing Education
 - Targeted marketing using social media, direct marketing, events and traditional advertising (newspapers, catalogs, and brochures) will be beneficial and aid the progress of the program.
 - *Continuing Education budget*
- Career Technical Education
 - Allied Health
 - CTE Liason - \$30/hr x 3 hrs/wk x 32 weeks
 - Tri-fold brochures (LVN, MA, HMSV, EMT) ESCC/IWV/KRV - \$2,100
 - Stand up banners (LVN, MA, HMSV, EMT) for ESCC- \$600
 - Acrylic sign (Allied Health) for lobby at ESCC - \$600
 - Tri-fold brochures (MA, EMT) for Tehachapi - \$300
 - *CTE budget*

Business and Information Technology

- CIS/Cyber – Brochure & Stand Up Banner
- Business Administration/Management
- Paralegal
- BSOT – New marketing material needed
 - *CTE budget*

Child Development

Brochure, online marketing ads on early childhood websites.

- *CTE budget*

Industrial Arts

Brochure, banner, ads in swap sheet and local newspapers, videos on college website.

- *CTE budget*

Public Service: Administration of Justice

Targeted marketing, tri-fold brochures, magnets, badges, and other giveaways.

- *CTE budget*

Student Services

○ VP Of Student Services

Faculty Resource Guide to Student Services, Guided Pathways, getting students to use their college assigned emails are a few of the known campaigns to be addressed by the VP of SS Department.

- *There are a variety of funding sources available for the various campaigns need by the Student Services Departments*

○ Access Programs

Print brochures and information and complete website updates at IWV, KRV, Tehachapi, and ESCC sites. Materials for outreach activities.

- *PIO/Access/Print Shop budgets*

○ Admissions and Records

Marketing material for Degree Works. Brochures, banners, fact sheets.

- *PIO/Print Shop budgets*

○ Athletics

Print brochures, flyers, posters, stand-up banners, media guides, etc.

- *PIO/Print Shop/Coyote Boosters budgets*
- Child Development Center
 - Print brochures, flyers, posters, stand-up banner, fact sheets
 - *PIO/Print Shop/Coyote Boosters budgets*
- Counseling
 - Print brochures; web site; digital, email, text messaging; posters; flyers; banners, etc.
 - Online Orientation
 - Navigate
 - Communication
 - Dual/Concurrent Enrollment Handbook and other outreach materials
 - *PIO/Print Shop/SSSP/Equity budgets*
- Equity
 - Print brochures; web site; digital, email, text messaging; posters; flyers; banners, etc.
 - Student activities/trips
 - Professional Development Opportunities for faculty and staff
 - *PIO/Print Shop/Equity budgets*

Administrative Services

Marketing needs for Administrative Services will be dependent on the construction projects that are in progress during AY19.

Promotion of activities identified in annual safety calendar.

With the relocation back to the main building at the Ridgecrest campus, there will be specific marketing needs to promote the move to our students and community.

- *PIO/Print Shop budgets*

President's Office

Improve signage at the various campuses; develop marketing kits to include small hand held video cameras for each campus, and acquiring two new College Easy Ups for KRV and Tehachapi for the campus events and activities. This provides equitable services across our sites and consistent branding.

- *PIO budgeted for these expenses*

A variety of resources are needed to meet the above campaign needs:

○ Public Information Office

- Graphic designs for better visual communication and presentation
 - No additional resources are anticipated. This is a function that can be handled by existing personnel and a marketing task force.
- Printing services. On campus printing services for smaller projects is available. Outsourcing may be required on larger scaled color print jobs. (Brochures, pamphlets, posters, post cards, bookmarks, flyers, community reports, strategic plan etc.)
 - The print shop currently budgets for paper and ink to be utilized for smaller scaled projects. Programs and departments wanting large scale projects should budget printing costs into their annual budgets so actual program and department costs can be tracked. The Marketing Office currently budgets printing costs for the college annual report, and anticipates one large-scale project like the strategic plan, or Governance Model. The demand on print services due to the increase in classes and the need to print all materials utilized by incarcerated individuals is substantially affecting the Print/Graphics Department slowing the turnaround time substantially. This may need to be evaluated for assistance even a part-time student could be a substantial help.
- Banners
 - Banners needed for specific campaigns should be budgeted into the program/department annual budgets to track actual program/department costs.
 - The Public Relations and Marketing Office continue to budget for a modest amount of banners that can be utilized for outreach efforts.
- Advertising (Print and Radio)
 - The Public Relations and Marketing Office budgets for college advertising for all sites. Future budget requests will increase to expand advertising efforts in California City, Tehachapi, and Kern River Valley. Advertising request was increased to accommodate an increase in the cost of print advertising and includes some color ads.
 - Advertising for specific program/department campaigns should be budgeted for by those programs/departments or let the PR/Marketing Office know in advance so they can be included in their annual budget. Most of the above campaigns were not budgeted for as the needs were not known at the time the budget was submitted.
 - Facebook Advertising – this type of advertising has proven to be very effective but it is costly, and payment requires a credit card. A dollar amount commitment is required and a credit card is needed to secure purchases. The success of this type of advertising has increased the demand for more social media advertising which takes more time to implement and process but yields better results.
 - Linked In Advertising – this is new and currently we are utilizing a small portion of allocated advertising funds to test this market.
 - Google Ads – The Director is shifting some of the funds previously used to purchase print ads to Google and social media ads. The demand for these kinds of ads has increased substantially.

- News releases and public service announcements
 - The costs for news releases and public service announcements and features stories are minimal and are budgeted for by the Public Relations and Marketing Office.
- Social media
 - This function is currently handled by existing staff. The marketing team will develop a more aggressive social media campaign that may incur some minimal costs that will be budgeted for in the future by the Public Relations and Marketing Office.
- CC Info and CC Alert target messages
 - This function is handled by existing staff.
- Digital signage
 - This function is handled by existing staff.
- Internal list serves
 - This function is handled by existing staff. No additional costs anticipated.
- Web site
 - The College website is currently maintained by existing staff. The District is currently talking about all new websites for the colleges. The InsideCC options continue to be a problem and a long-term solution needs to be found. This is in the hands of the District IT department.
- Web videos
 - Developing marketing videos that can be closed captioned, and uploaded to the college website is definitely on the radar for future consideration.
- Photography
 - Minimal costs associated with photography needs are currently included in the Public Relations and Marketing supply budget.
- Press kits for outreach efforts (site specific stand up banners, glossy brochures, brochure holders, display screens for iPads, sign holders, pamphlets, hanging banners, and giveaways).
 - The Public Relations and Marketing Office currently budgets \$1,000 a year to maintain these kits for the various sites. As additional brochures are developed the department will need to increase its print budget.
- Giveaways (pens, stickers, magnets, etc.)
 - In the past these items have been purchased by the various groups and departments i.e., Financial Aid, CTE, etc. The Public Relations and Marketing Office will budget for smaller quantities of these items every year.
 - The CCCC Foundation could also assist with these kinds of items to be given out at fairs, orientations, and other outreach events.



PROFESSIONAL DEVELOPMENT RESOURCE REQUEST ANALYSIS 2018-19

Input Into the Plan

2018-19 goals were determined by a combination of requests in unit, section, and division plans; strategic goals and institutional priorities; federal and state legislative mandates; and direct feedback from staff, faculty, and management representatives on the committee.

2018-2019 Faculty and Staff Development Goals

Goals for 2018-2019 are:

1. Increase accessibility awareness and skills
 - 1.1. Word and PDF documents
 - 1.2. Canvas and online tools
2. Enhance cultural sensitivity and cultural responsive teaching and learning strategies
 - 2.1. For front-line staff
 - 2.2. For faculty
3. Increase data literacy
4. Increase Institutional literacy
5. Support college initiatives and ongoing skill building
 - 5.1. Guided Pathways, eLumen, OER's, AB705 implementation
 - 5.2. Word and Outlook

2018-2019 Strategies, Activities, Persons Responsible, and Assessments

Goal	Event	Person Responsible	Cost
1.1 - Increase accessibility awareness and skills with Word and PDF documents	Lunch-n-Learns, Lynda.com, flex activity, in-service, guest speakers, train-the-trainer		\$2,500 for train-the-trainer
1.2 - Increase accessibility awareness and skills with Canvas and online tools	Lunch-n-Learns, Lynda.com, flex activity, in-service, guest speakers, train-the-trainer		\$2,500 for train-the-trainer
2.1 - Enhance cultural sensitivity strategies for front line staff	In-service activity, workshops, regional trainings or conferences (train-the-trainers), webinars (curated list on		\$2,000-\$3,000 for guest presentation and/or train-the-trainer (Equity/ Guided Pathways/ SSSP?)

	PD page on website)		
2.2 - Enhance cultural sensitivity and cultural responsive teaching and learning strategies for faculty	Flex activity general session, lunch-n-learns, regional trainings (train-the-trainer), guest speaker, webinars (curated list on PD page), @One trainings		\$4,000-\$5,000 for train-the-trainer (Equity/ Guided Pathways/ SSSP)
3 - Increase data literacy	Data summit, lunch-n-learns, webinars, flex activity, in-service activity, newsletter or Progress Report, Senate presentations, department-level trainings		\$1,000 food and events (IEPI?)
4 - Increase institutional literacy	Workshops, departmental resource guides, new employee orientations (with peer mentors?), flex activity for faculty (Registration Role Play, general session, or breakout session), in-service day activity for staff and management		\$500 printing costs for resource guides (guided pathways?)
5.1 - Support college initiatives	In-service activities, workshops, regional trainings or conferences (train-the-trainers), guest speaker, webinars (curated list on PD page), faculty or classified trainers, flex activities, department-level trainings, academies, lunch-n-learns, Lynda.com, @One trainings		Various, unknown
5.2 Word and Outlook	Lunch-n-learns		

The following permanent positions emerged through the annual planning process. They collectively represent needs that were identified in this year's analysis of the Unit Plans, Section Plans and Division Plans and through the planning of the CTE Strong Workforce Plan and the RFA for the College Promise Grant. All positions are recognized through the annual planning documents so that request stay current, relevant, and tie back to program and college strategic goals.

Academic Affairs

Faculty:

Business (Tehachapi)

Child Development (IWV)

English (Tehachapi)

History/Philosophy (Tehachapi)

Human Services (IWV)

Kinesiology/Cross Country Coach (ESCC)

Library (Tehachapi)

Mathematics (Tehachapi)

Music (Tehachapi)

Classified:

Educational Media Design Specialist (IWV/CCOnline)

Department Assistant II for Director of Nursing, 9mo/19hpw

Increase of Library Tech I 9mo/30hpw to 12 mo/40 hpw

Management:

Prison Program Manager (Cal City/Tehachapi/EK)

Increase of East Kern Campus Manager to 12-month employee status

Student Services

Classified:

Admissions and Records Assistant, 12mo/40hpw (IWV)

Athletic Trainer increase hours from 1734 hour flex to full time (11 mo/40 hpw). (IWV)

At this time, spring 2018, faculty hires have been identified through their defined process during fall 2017 and are being advertised with screening committees having been identified for interviewing. Due to the current total budget requests being over the anticipated allocation for 2018-2019 academic year and the uncertainty of the potential change to our Statewide allocation model all permanent hires will need careful consideration. President's Cabinet will assist in prioritizing the list of identified needs which will inform the President of which requested positions are "must haves", of those which might be OK to delay for a few months, and which are "nice to have" requests.

Approved Faculty Hires to date:

1. Human Services-Psychology (IWW/East Kern-Tehachapi): This is the first selection for both Academic Senate and Administration. This position is critical to the continuation of the Human Services Program around our service area. However, as there is no FSA in "Human Services" specifically, the available choice, based on the course outlines of record, were counseling, psychology, and sociology. Psychology is the most flexible of these. The justification for possibly assigning this position to EK-Tehachapi is to possibly expand the iTV offering to that campus to offer a CTE Program, and also to offer sections of psychology courses if the program does not succeed. When you weigh the fact Human Services 96.5% of our service area there is no doubt that we are putting students to work by being able to offer a course with low enrollment across the various campuses, with reaching acceptable capacity as a whole (the beauty of iTV). The concern is if the program sees a decline and enrollment falls off we want to ensure we have a safety net for the faculty member, hence the consideration of assigning the position where our future growth is.
2. Math (East Kern: Tehachapi): This is the third selection for both Academic Senate and the second for Administration. This position will provide us the ability to offer a breadth of Math classes to support students finishing their transfer and workforce degrees. There is a need for both expanding our offerings outside of dual enrollment at the Educational Center and in the prison.

Management Positions that had been vacant and that will be refilled:

Due to the resignation of the Dean of Workforce Development and CTE, we will be replacing that position with the new position beginning July 2018.

New Classified Positions that are approved:

Due to the increase in our athletic offerings, the request to increase the Athletic Trainer hours to 11 mo/40 hpw will be granted.

The following three positions are being increased from 11 month positions to 12 month positions to support the ongoing summer intersession classes in Tehachapi and inmate education. They are:

Department Assistant II (EK/Tehachapi)

Education Advisor (EK/Tehachapi)

Director of East Kern (EK/Tehachapi)