

The Greater Tehachapi Chamber of Commerce offers an opportunity for our members to enjoy more recognition, visibility and opportunities through our Chairman's Circle. The Chairman's Circle offers a number of ways to market, advertise and promote your company on a regular, consistent basis.

We are requesting a Bronze membership. The bronze membership includes CCCC being a sponsor of multiple events, advertising on websites, monthly advertisements on newsletters, acknowledgement at chamber events, an much, much more.

- Amount (bronze membership fee) requested is \$1000.00

Festivals and Booth Opportunities in Tehachapi

Tehachapi is known for their festivals and business showcases. CCCC participated in the below two events during the 2015-2016 academic year with great success. We are requesting funding to participate again.

Mountain Festival Booth (participation)

- Amount requested is \$450.00 for the booth

Fall Business Showcase Exhibitor Booth (participation)

- Amount requested is \$400.00

Advertisement on the East Kern College Car

East Kern is requesting a large decal/sticker on the back window of the college car assigned to East Kern to promote CCCC.

- Amount requested: \$300.00

Movie Theater Advertising

CCCC is in Tehachapi – East Kern is requesting (as part of their marketing plan) additional advertisement in the Tehachapi movie theater to target potential students of all ages. Movie ads have been done at the main campus and at KRV campus with great success. Cost is \$150.00 per month.

- Amount requested for 12 months: \$1,800.00

East Kern Advertising Budget Increase Request

We are requesting that East Kern's advertising budget be increased by 25% to 50%. In order for growth and expansion to continue, advertisement and outreach is crucial.

Professional Development

East Kern and Tehachapi is requesting the following in regards to professional development:

Management/Leadership Development

Campus Manager of East Kern and Tehachapi – Attend ACCA conference in 2017.

Staff Development

East Kern and Tehachapi staff attend a professional development workshop and/or conference. Training is required in the areas of dual enrollment, prison education, and student success initiatives.

- Amount requested is \$2000.00

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

Counseling (Full-time Faculty – EOPS & General Counseling)

Location:

EKC Edwards/Cal City, EKC Tehachapi

Justification:

This justification was taken from the EOPS AUP.

Justification:

Are there too few or too many students enrolling for particular classes or majors?

- There are additional students registering for classes as part of the dual enrollment program and classes at the California City and Tehachapi prisons. In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. With this in mind, the need for counseling staff has increased based on only having one 32-hour per week Ed Advisor, and 1-day per week counselor. Smaller sites have more counseling/student services staff to meet the needs of the students and community.
- Cal City Prison - Total student population 160 students (and growing). In terms of students served and enrolled, CCCC is one of the top three California Community College programs that educates inmate populations in a face-to-face classroom setting. Approximately 30% of Cal City inmate students are participating in the EOPS program. Our goal is to have 80% of this population involved in the EOPS program by the end of spring 2017.
- Tehachapi prison - Total student population is currently 32 (enrolled in one course), but will grow based on the increase number of course offerings (1 course offered during fall 2016 to 4-6 courses offered during spring 2017 semester). The plan is to have EOPS available to students during the 2017-2018 academic year.
- East Kern provides student services support to the largest dual enrollment population at Cerro Coso Community College. East Kern (Mojave, Cal City, Boron High School) dual enrollment students during the fall 2016 semester – 167. Tehachapi High School - 361 dual enrollment students during fall 2016 (with this number increasing). The above school districts also have a large amount of high school students who take concurrent classes at Cerro Coso.
- This position will also support the offerings of counseling courses (i.e. COUN C101 and/or PDEV C101) at the East Kern sites (including the two prisons). Lack of faculty willing to teach at the prison sites makes it extremely difficult to schedule counseling courses, courses that are truly needed when working with the inmate student population.

Are there too many courses or programs that are under capacity? No

Are courses "core mission"? Yes

Are courses overscheduled? No

Is there capacity to offer courses or programs at different times and/or locations? Yes

Is there a workforce shortage in the service area or region? Unknown

What are the costs and/or lost revenue from gaps between student demand and course or program capacity? Unknown

In support of your proposal, provide the following data:

- Size of wait lists in the discipline – N/A
- Department productivity, previous year – see description under #1

Number of faculty currently in the department – Counseling faculty is in Tehachapi 1 day per week, no faculty at Edwards at this time

Number of adjunct faculty – 0

Number of certificates awarded, previous year – N/A

Number of degrees awarded, previous year – N/A

Core curriculum classes – COUN C101, PDEV C101

CTE classes with workforce data (wage/high demand) - unknown

Number of students at first day and census, previous year - unknown

2000 Category - Classified Staff

Director of East Kern - Increase to 12 Months

Location:

EKC Edwards/Cal City, EKC Tehachapi, Kern River Valley

Salary Grade:

H

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Our upcoming strategic initiative includes growth and program development in East Kern and Tehachapi. We have identified several areas and will produce sustainable and ongoing increase in enrollments. The presence of the director during the 12 months is vital to oversee the growth, and to maintain relationships in the community.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- Director of East Kern – 40 hour position/ 11 months

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

College Campus Manager EK - Increase to 12 Months

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

B

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Our upcoming strategic initiative includes growth and program development in East Kern. We have identified several areas and will produce sustainable and ongoing increase in enrollments. It is vital that the East Kern team, including the campus manager be increased to a 12 months so that there is appropriate oversight, and that momentum and projects are not stopped during the month of July. East Kern outreach occurring in July is vital for growth and recruitment in East Kern. The campus manager would be able to manage these outreach opportunities, manage concurrent enrollment, along with managing staff and on-ground classes (fall, spring and summer) running during the academic year. Prison enrollment and student inquiry groups would also be focused on during the month of July so that feedback and be received prior to a new academic year.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- Campus Manger East Kern – 40 hour position/ 11 months

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

Department Assistant II Tehachapi- Increase to 12 Months

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

35.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. If this position is not increased to 12 months, enrollment will be inhibited, along with the ability to provide a robust summer school program, thus affecting growth, enrollment, and overall student support and success. Also, our newly developing prison program(s) will be impacted if there is no support staff to provide vital assistance in the areas of academic and student services process. With the increase growth of East Kern, and the projected growth of East Kern, this one month increase request is sustainable and eliminates the need to hire an additional position.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- The Department Assistant II is accomplishing the tasks associated with this position for only 11 months.

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

Educational Advisor EK - Increase to 12 Months/40 hours per week

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

46.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$87,318.83 (Salary + benefits)

Justification:

This information was provided by the Counseling AUP:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. If this position hours are not increased, there is a potential that the areas of outreach and recruitment will not be able to get the full attention required, thus affecting growth, enrollment, and overall student support. Additional advising support is needed for the students at the Tehachapi and Cal City prisons as well.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- East Kern Ed Advisor – 32 hour position and assistance from IWV staff and KRV part-time counselor (for the prisons)

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

Learning Assistance Center (LAC) Technician - Increase KRV's LAC Tech to 40 hours per week/10 months

Location:

EKC Edwards/Cal City, EKC Tehachapi, Kern River Valley

Salary Grade:

38.0

Number of Months:

10

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff at the Tehachapi site location who meet the qualifications required to perform these duties. The Learning Assistance Center at the Tehachapi site is being planned and created at this time.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Without staff, the site will not be able to begin a Learning Assistance Center (LAC) and service the tutoring needs of the students. Increasing the LAC Technician FTE (changing position to 40 hours/10 months) will enhance student services support, and

provide additional support needed for tutoring recruitment, outreach, and supervision. This additional 10 hour increase will be cost effective by eliminating the need to hire an additional position.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- The KRV Learning Assistance Center Technician is assisting with tasks associated with tutoring recruitment process. It is not being accomplished by any current position at the Tehachapi site.

Prison and Dual Enrollment EK Program Manager

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

D

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

This individual will manage and continue to grow the two prison programs, dual enrollment, and adult education partnerships.

Explain why the work of this position cannot be assigned to current staff.

- Director of East Kern is currently handling the management of the tasks associated with the prison along with program planning, development, implementation, and evaluation.

Describe the impact on the college if the position is not filled.

- The Director of East Kern needs assistance with the management of tasks so that full attention can be given to prison, dual enrollment and adult education partnership growth and expansion in the areas of program planning, development, implementation and evaluation.

In regards to the prisons that CCCC serves, Cal City Prison has one level two/yard. Tehachapi prison has four level/yards, which can be seen as four separate prison educational program opportunities.

Projected California City Prison Fall 2017/Spring 2018 (Inmates)

| | | |
|---------|---------------|--------------------------------------|
| Level 2 | 10-12 courses | 400 to 480 enrollments (seats taken) |
|---------|---------------|--------------------------------------|

Projected Tehachapi Prison Fall 2017/Spring 2018 (Inmates)

| <u>Level/Yard</u> | <u>Courses</u> | <u>Potential Enrollment</u> |
|-------------------|----------------|-----------------------------|
| Level 1 | 4-6 courses | 140 to 210 enrollments |
| Level 2 | 4-6 courses | 140 to 210 enrollments |

| | | |
|---------|-------------|-----------------------|
| Level 3 | 2-4 courses | 70 to 140 enrollments |
| Level 4 | 1-2 courses | 35 to 70 enrollments |

These course offerings have a potential to grow based on classroom space. The goal is to offer 10-12 classes at each level/yard in Tehachapi. This would give us a potential of 1200 enrollments per semester. Managing the tasks of technically 5 prison yards is going to require a dedicated program manager. Also, this program manager will provide additional support needed for outreach, enrollment and recruitment, and will be cost effective and sustainable based on growth in the East Kern area. The program manager will also be able to focus on student equity within the prison population. They "will develop and implement outreach plans specific to gap populations (Activity A.2)" (as per the CCCC Student Equity Plan 2015) and "will conduct a college inquiry group on course completion strategies for students in ethnic gap groups. (Activity B.1)" (as per the CCCC Student Equity Plan 2015).

The East Kern site currently manages the largest dual enrollment program at CCCC. During the fall 2016 semester, East Kern currently has 400 dual enrollment students. In regards to dual enrollment, the program manager will be able to manage and coordinate dual enrollment activities, outreach and student services for our rural high school students in East Kern/KRV, along with manage dual enrollment programs between the college and local East Kern/KRV high schools. This position will also assisting with the planning, develop, and supervise activities to improve all aspects of dual enrollment. The program manager will coordinate and monitor campus based research related to dual enrollment. In regards to adult education, the program manager will complete the above tasks.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- The Director of East Kern is having to manage the tasks of the prison and dual enrollment programs, which is hindering the ability to venture into new growth opportunities in the Tehachapi area.

Admissions and Records Assistant EK - Part-time

Location:

EKC Edwards/Cai City, EKC Tehachapi, Kern River Valley

Salary Grade:

32.5

Number of Months:

12

Number of Hours per Week:

19

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Without staff having A&R clerk functions, this places a large burden on Ridgecrest's A&R staff in the areas of our special populations (i.e. prison students, dual/concurrent enrollment, and Adult Education). Having one individual completing the function of an A&R

clerk will ensure the work is completed in a timely and accurate manner, and students can be served in the area that they reside in. This individual would be assigned at the Edwards AFB site, so when A&R duties have slowed down, they could also provide coverage and student services assistance to students (answering phones, scheduling, etc.). This position will also be cost effective by eliminating the need to hire an additional position at Edwards AFB site.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- KRV site staff, along with Tehachapi's Department Assistant II is assisting with basic duties in regards to special population enrollments. Ridgecrest A&R is also assisting with key A&R functions that this position being requested would be handling.