

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)
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### ***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

**Salary Amount:****Justification:**

1. Library: Increase of the Library Tech I position at IWV from 30 to 40 hours supported for the reasons indicated.
2. LAC: Increase of the LAC Tech I position at KRV from 30 to 40 hours not supported at this time.

**Dean of Instruction****Location:**

College-wide

**Salary Grade:**

Management Salary Grade K

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

\$116,684.96 (step 1)

**Justification:**

The Dean of Instruction is responsible to the Vice President, Academic Affairs, and has broad accountability, within the participatory governance framework, for planning, directing and evaluating assigned functions associated with maintaining quality instructional and academic programs.

**Examples of Duties**

1. Interpret and administer District policy regarding assigned academic programs.
2. Interpret and administer College policy with respect to faculty load and scheduling. Provide leadership in the development, revision and interpretation of curriculum, academic programs, catalog and course information.
3. Provide leadership in generating staff development opportunities for faculty and staff.
4. Provide assistance in recruitment, selection, orientation, and evaluation of adjunct faculty in appropriate disciplines.
5. Evaluate the performance of faculty and classified personnel in assigned areas of responsibility.
6. Prepare and monitor administrative budgets and expenditures in consultation with division chairs.
7. Assist in the coordination of fall, spring, and summer scheduling and staff assignments for all areas of responsibility.
8. Provide instructional leadership for assigned academic divisions and work with division chairs in curriculum maintenance and development in areas of responsibility.
9. Act as liaison with District, State, and federal governing bodies regarding College programs and practices.
10. Develop program goals and objectives and monitor outcomes.
11. Market the College and specific academic programs to the College community and the general public.
12. Administer grant and program funds to achieve expected outcomes.
13. Provide leadership in the development and implementation of distance education and information technology systems and services.
14. Serve on College and District committees as appropriate.
15. Other duties as assigned.

Justification: With all of the diverse areas in this section—instructional departments, library instruction, basic skills, honors—a dean position would provide leadership in short-term and long-term goal planning, coordination of program review and outcomes assessment, enrollment management, submission of paperwork to the CCCC and ACCJC, fostering of outreach, and similar duties and responsibilities. Chairs would continue to take the lead on the places we need chairs the most—hiring/screening, evaluations, student complaints, etc. But the dean would provide a level of guidance and focus in addressing all of the college's strategic goals that pertain to the Liberal Arts and Sciences: fostering student success, responding to community needs, effecting continuous quality improvement, promoting professional development.

While this work is currently being done—some by chairs, some by the vice president—it tends to be irregular, inconsistently completed, and squeezed in around other full-time duties and responsibilities, not because it's not important but because the faculty and management's primary duties and responsibilities have to be completed as well. A dean would provide direct focus and leadership in this area, bringing sustained intentionality to this crucial middle management level.

If not filled, a majority of the discipline-level management duties will continue to devolve upon faculty chairs. Both the other KCCD colleges have an complete layer of deans between faculty chairs and the vice president to assist departments in planning, scheduling, professional development, recruitment of faculty, supervision and goal-setting of classified staff, monitoring of budgets, marketing, and administering of grant programs.

#### Division of Liberal Arts and Sciences:

- 7 departments
- 27 disciplines
- 33 full-time faculty members, 57% of the college total
- approx. 55 part-time faculty members per semester
- 8 classified staff
- 11 degrees
- 5 other instructional programs (basic skills, honors, 3 general ed patterns)
- 2 operational programs (library, learning centers)
- 1600 FTES (2014-15), 59% of college total
- 123 FTEF (2014-15), 59% of college total
- 12.5 avg. section productivity
- 83.1% avg. section retention
- 67.4% avg. section success
- 10 units plans to be written yearly
- 16 program reviews direct responsibility for
- 11 operational budgets totaling approx. \$5,500,000 per year (labor included)

**Justification:**

1. This position would assist the Grounds Worker 2 position with sprinklers, water line repairs and various other duties that fall within the job description. This position would be assigned throughout the Ridgecrest/IWV campus and would travel to ESCC several times throughout the year, for needed grounds support at the sites.
2. If this position is not filled, existing employees will continue to get the job completed, however, the grounds maintenance will only be superficial.
3. The work is not being done by a temporary employee.
4. While the work is currently being handled by the existing two employees, there is little time for taking proactive measures around campus.

**Safety and Security Coordinator / Manager (Title TBD)**

**Location:**

College-wide

**Salary Grade:**

Estimated E (TBD)

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

\$71,600

**Justification:**

1. With a temporary employee in place at the end of AY16 and throughout AY17, it is clear that the work exceeds our current staff. With an increased focus on risk management district-wide, the expectations placed on this position will continue to increase.
2. Without this position, the college runs the risk of being out of compliance with safety and security practices and reporting. This position is responsible for the ongoing update for the Emergency Action plan, coordinating college-wide safety training and drills, coordinating the Behavioral Intervention Teams, at all campuses, and serving as the liaison with our contract security guards.
3. Yes, we have a professional expert that is performing these duties through June 2017.
4. The work is being performed by a professional expert through June 2017.