

Jill Board
STAFFING RESOURCE REQUEST ANALYSIS 2016-2017

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:

Child Development – CCOOnline

English – ESCC

Math – East Kern

Biology – ESCC

EMT – All Sites

Anthropology/Sociology - EK

Classified:

TA – Nursing iTV (ESCC/Bishop)

Dept. Assist II – Allied Health (IWV- 9mo/19hpw)

Department Assistant II – (East Kern/Tehachapi-Increase from 11mo – 12 months)

LAC Tech - (KRV-Increase from 30hpw to 40hpw/10mo)

A&R Assistant – (EK-12mo/40hpw)

Management:

Director of East Kern – (Increase from 11mo to 12mo)

East Kern Campus Manager – (Increase from 11 mo to 12 mo)

Program Manager East Kern, Prison/Dual Enrollment (12 mo/40hpw)

CTE Strong Workforce Funding Plan:

Faculty:

Full-time CTE Counselor (IWV)

Management:

Institutional College Researcher (IWV - 50% of 12mo/40hpw)

Program Manager-Dual Enrollment (IWV - 50%)

Student Services

Faculty:

Counselor-Gen pop/EOPS (East Kern/Tehachapi)

Classified:

Ed Advisor (East Kern/Tehachapi – Increase from 11mo to 12mo; increase from 32 hours to 40 hours)

Depart. Asst. III- for A.D. (12mo/19hpw)

Management:

Athletic Director (IWV- increase from 10mo to 12mo and 30hpw to 40hpw)

Administrative Services

Classified:

Ground Worker I (IWV/ESCC - 12mo/40hpw)

Ground Worker= II (IWV /ESCC - 12mo/40hpw)

Management:

Safety and Security Coordinator (IWV - 12mo/40hpw)

Public Information, Marketing and Resource Development

Department Assistant II (12mo/19hpw)

Information Technology

Audio/Visual Technician (IWV – 9mo / 20hpw)

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At this time, spring 2017, faculty hires have been identified through their defined process during fall 2016 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 2017-2018 academic year 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:

Biology – ESCC

English – ESCC

Counselor – East Kern/Tehachapi

Sociology/Anthropology – East Kern/Tehachapi

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

Athletic Director (IWV- increase from 10mo to 12mo and 30hpw to 40hpw)

Safety and Security Coordinator (12mo/40hpw)

New Classified Positions that are approved:

Ground Worker II (IWV/ESCC 12mo/40hpw)

Department Assistant II (Foundation Funding 12mo/19hpw)

Depart. Asst. III- for A.D. (12mo/19hpw)

Additional Contingent on Funding Positions (ie. Strong Workforce Funding, Pending College Promise Grant, IEPI, SSSP, Equity, etc.)

Faculty:

CTE Counselor (Full time Equivalent Employee)

Management:

Institutional College Researcher (IWV - 25% of 12mo/40hpw)

Program Manager-Dual Enrollment (12mo/20hpw)

The following positions are going to be offered a one month increase to their assignment to support the increase of 2017 summer intersession classes in Tehachapi. The outcome of enrollment and need for services will be assessed to determine the need

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Director of East Kern – (Increase from 11mo to 12mo)

Department Assistant II – (Increase from 11mo – 12mo)

Ed Advisor (East Kern/Tehachapi – Increase from 11mo to 12mo; permanent increase from 32 hours to 40 hours)

It is recognized that the requested TA position for iTV courses in nursing is a requirement being made by the CA Board of Nursing. This position will be discussed with the Director of Nursing to ensure the best use of time for the position used to provide this and other learning services to our nursing students. At that time we will move forward on the hiring of the correct position.

RFA College Promise Grant

Cerro Coso Community College applied with Bakersfield College for the College Promise Grant. A good percent of the work mirrors the changes that have already been done through the Navigate Program in Student Services and to go the next step we garnered buy in from our Cerro Coso Foundation as well as identified what new positions would need to be added if the grant is awarded. Those positions are as followed:

Financial Aid Liaison (12mo/40hpw)

*Program Manager, CC Foundation (12mo/40hpw)

*Institutional College Researcher (12mo/40hpw)

*Department Assistant II (12mo/40hpw)

*These positions show up in different places because it depends on the unknown grant awards

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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)