



Staffing Resource Request Analysis for AY 2024-2025

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. Positions are proposed through the annual planning documents so that requests stay current, relevant, and tie back to Mission, program and College strategic goals, and the California Community Colleges Chancellor's Office Vision 2030.

Instruction

Faculty:

The following faculty positions have been requested through the Annual Unit Plans and are presented in the order in which they were prioritized by the Academic Senate and in alignment with administration's assessment of need. Cerro Coso Community College was allocated one faculty position for the 2024-2025 year in order to maintain compliance with the District's Faculty Obligation Number (FON). In agreement with Academic Senate leadership Cerro Coso pursued faculty recruitment for Nursing (IWV) to support the anticipated Associate Degree for Registered Nursing. It was mutually agreed that should Cerro Coso Community College receive approval to offer the baccalaureate in Cyber Security Technology, Dr. Hancock would pursue the allocation of another faculty should that position be required to support the new degree. This position was not prioritized by the Academic Senate merely due to our not having received approval by the State Chancellor's Office.

Nursing (IWV)

Academy (EK)

Addiction Studies (IWV)

Child Development (IWV)

Computer Applications Specialists (IWV)

Classified:

Program Coordinator, Allied Health (IWV). Supported. This position has already been approved for hire on grant funding (COF). This position is supported by grant funds that are being received in 23-24 and good for up to two years (COF).

Administrative Secretary (IWV) – Allied Health. Supported. This position has already been approved for hire on grant funding (COF). This position is supported by grant funds that are being received in 23-24 and good for up to two years (COF).

Laboratory Tech I, Allied Health (IWV). Supported. This position has already been approved for hire on grant funding (COF). This position is supported by grant funds that are being received in 23-24 and good for up to two years (COF).

Teaching Assistant/Lab Tech Position, Visual and Performing Arts (IWV). Supported. This position would replace the former teaching assistant position for the Arts department. A new position needs to be created to cover the essential duties and responsibilities that had been carried out by the individual in the former position. This is most similar to a reclassification request for a vacant position.

DA III, Early College (EK). Not supported. The addition of an educational advisor was supported for 2023-2024 to support early college. And the addition of an Educational Advisor, Early College to serve ESCC to support the Sierra K16 Collaborative (categorically funded).

Educational Advisor, Early College (ESCC). Supported. College-wide, we have increased by 30%+ year over year for the last two years. As part of the Sierra K16 Collaborative, four of our high schools will be funded for early college pathways in education and medical, and a position is needed to coordinate and track students through these pathways. Cerro Coso is receiving \$571,000 through the Collaborative. This position will be fully funded through the grant, and contingent on funding.

Library Technician (IWV). Not supported. Additional library support for digitizing books and maintaining the currency of libguides, while important, is not as crucial as other requests at a time when the level of state funding is uncertain. As we begin implementing the accessibility work, however, it will be crucial to revisit this position next year.

Program Coordinator, Academy (EK). Not supported. While this program has the potential for growth, the college just hired a full-time academy director who is working toward but has not yet realized the full potential. Some of the growth envisioned in the justification will take place only once the college has moved to a permanent new location. It is suggested that we revisit this after the facilities questions are addressed and the program has had the chance to get on a firmer footing.

Laboratory Assistant (part-time) (ESCC). Not supported. Given the limited number of hours and the requirement to work at both campus locations, it will be very difficult to develop interest in this position. In the meantime, microbiology at Mammoth in spring 2024 is being handled in a different way (and the position wouldn't be hired before then anyway), so there is some time to consider other possible solutions before hiring a permanent position that we've never had before.

Program Coordinator, Early College (EK). Not supported. In building out the Early College unit, it seems prudent to take one step at a time before looking at another higher-level classified position. As noted above, there is support for an additional educational advisor for ESCC, an area that may experience growth as part of the Sierra K16 Collaborative. This will allow us to see the impact of the additional early college staffing and better assess ongoing needs.

Program Coordinator (ESCC). Not supported. Requested in the ESCC section plan. This is not supported without further clarification of the position's duties in context of two campus locations that are recovering from significant losses in enrollment due to COVID.

Librarian Technician I (ESCC). Not supported. Requested in the LRC unit plan. It's unclear what the need for this position is in terms of LRC usage and appears duplicative in some respects of the request for the program coordinator in the ESCC and LAC section plans. In context of campus services recovering from the disruptions of COVID, any commitment to a long-term reorganization seems premature until usage patterns establish a need.

Administrative Secretary, Allied Health (IWV). Not supported. This part-time or split position was requested in the CTE section plan, but more information is needed about this position in supporting the needs of Allied Health, particularly in context of the new associate dean position, which will presumably take on some of the higher-level tasks identified in the request.

Department Assistant III, ISEP (EK). Not supported. Reclassification. At this time, the reclassification request does not provide sufficient justification of a significant change in work, workload, or work type to justify consideration of reclassifying an employee's current job type.

Program Coordinator, ISEP (EK). Not supported. Reclassification. At this time, the reclassification request does not provide sufficient justification of a significant change in work, workload, or work type to justify consideration of reclassifying an employee's current job type.

Program Technician (EK). Not supported. Reclassification. At this time, the reclassification request does not provide sufficient justification of a significant change in work, workload, or work type to justify consideration of reclassifying an employee's current job type. The Program Technician request states that the employee will submit a JAQ, so it is best to let that process run.

Teaching Assistant, Child Development/Early Childhood Education (Bi-lingual in Spanish/English) (IWV). Not supported. As we look to replace an existing tutor services team lead, it might be worth looking into our ability to prefer a bilingual Spanish/English candidate for the role to

support increased continuity with tutoring services specific to Child Development/Early Childhood Education.

Management

Program Manager, Career Center (EK, KRV, ESCC, IWV). Not supported. The Job Development Specialist position was revisited, and changed to a program coordinator, and remains vacant after two failed searches. The short-term and long-term needs with regard to the work previously assigned to the Job Development Specialist requires further investigation before adding a management position.

Director, Incarcerated Student Education Program (ISEP). Not supported. Reclassification. Requested in the ISEP section plan as a reclassification of the existing program director. This position was reclassified last year. With the CDCR closures, and a shrinking enrollment, the scope of work will be diminished. We will be in a better position to assess these changes in the future.

Student Services

Classified:

Enrollment Specialist, Outreach (IWV). Not supported. The outreach department has been expanded over the last couple of years, including the recent permanent hiring of the Department Assistant III position and the outreach-oriented Educational Advisor identified in previous planning. With these positions added, there must be time to assess their impact on the department.

Special Services Assistant, Access Programs (Part-time) (EK). Not supported. This position was filled for many years and vacated due to a retirement. Attempts were made to re-fill the position immediately after the retirement, but the search failed due to insufficient pools. Recruiting for the position was put on hold during Covid due to declining numbers in Access programs. The position has continued to be budgeted for and the regrowth in Access students both at the Tehachapi Campus and the prison. However, it will not be recruited in the upcoming year, but is expected to be proposed for 2025-2026 if the programs at Tehachapi continue to recover at the current rate.

Admissions & Records Tech I, CTE (IWV). Not supported. This was requested within the Allied Health AUP. Allied Health has received approval for a program coordinator, an administrative secretary, and a lab technician I, which will help to offset some of the preparation of paperwork and processing that Admissions and Records has been doing.

Admissions & Records Technician II, (IWV). Not supported. Administration absolutely recognizes the substantial increase in load in Admissions and Records due to fraud. However, this is a situation that is still developing and the potential impacts of district and state mitigation measures have yet to be realized and assessed. Similarly, initiatives like transfer articulation and auto-awarding are in early stages of development and the workload impacts are unclear. There needs to be an opportunity to assess these impacts before adding a permanent position.

Department Assistant III, Athletics (IWV). Supported. During the 2023-2024 academic year, the part-time DA II position was temporarily made a full-time DA III position, forgoing the filling of the vacant part-time DA III position. The request is to maintain the DA III position as a full-time position in lieu of maintaining the existing structure of two part-time DA positions (DA II and DA III).

Program Coordinator, Financial Aid (IWV). Not supported. Oversight of Financial Aid was just reorganized in the last year to have its own dedicated Director, previously shared with Admissions and Records, which has substantially increased support for the department. There needs to be an opportunity to assess this impact on program growth and development before considering adding an additional permanent position.

Department Assistant III, Financial Aid (IWV). Not supported. There is currently already a DA II serving the department. For years the college had two Financial Aid Technicians. The relatively recent addition of the third technician was justified partly on supporting and expanding financial aid support and outreach activities in Financial Aid. Additionally, the outreach department has been expanded and is helping to support financial aid in outreach functions in a way it has not before. With growth and development in student populations and students applying for/being awarded financial aid, this can be revisited.

Administrative Services

Classified:

Site Maintenance & Operations Specialist (IWV). Supported. This position will support custodial, grounds, and maintenance required with the addition of the new Outdoor Sports Complex. This multifaceted position will help ease the burden on an already overtaxed M&O department.

Public Safety Officer 1 (30 hrs/wk, 10 month) (IWV). Not supported. This position is currently a 19-hour 12-month position and had yet to be filled. We will proceed with the current vacancy and evaluate the need to increase the hours for possible inclusion in next year's planning cycle.

Department Assistant II, Safety and Security (IWV). Not supported. While this position can replace the current implementation of Security Liaison at the Safety and Security Office and provide significantly more robust support for the Unit and the College, at this time with the anticipated need to find ways to reduce expenses, this position is not supported as a general fund expense. If more revenue can be generated through Parking, or other funding sources can be identified, this position could be resubmitted for a future planning cycle.

Facilities Clerk (IWV). Not supported. Reclassification. This job title does not exist. Decision was made to not replace the retiring campus receptionist (40hr) and the existing receiving clerk (19hr) position was made full time. A JAQ was submitted that encompasses the full range of duties.

President's Office

Classified:

Program Coordinator, Student Equity (IWV). Not supported. Since this request was submitted, a program coordinator has been hired to support the NASSSP, and two faculty have been assigned release time to support the work of the Umoja program. Future needs can be assessed over the coming year contingent on funding.

Department Assistant III (IWV). Not supported. Since this request was submitted, a DA III from last year's planning cycle was hired to serve both the director of equity and inclusion and the Outreach Department.

Web Content Editor (IWV). Not supported. Web content support was offered by the District Office but was not utilized by the department. Understanding that there was added workload in response to going live with new website, additional time is needed to assess the workload once the website updates are completed.

Print Shop Clerk (Part-time) (IWV). Not supported. The department should explore the capabilities of the new printer to allow for printer jobs to be sent directly to the machine when graphic design services are not being requested. This could significantly reduce the time that our graphic designer spends on simple print jobs.



Minutes DRAFT

Committee Name: College Council

Date: April 4, 2024

Time: 2:00 pm – 4:00 pm

Location: MB 318 & Zoom

Attendees: President Hancock, Yvonne Mills, Mike Campbell, Chad Houck, Kevin King, Rene Mora, Kim Blackwell, Cody Pauxtis, Corey Marvin, Heather Ostash, Denise Allen, Tanner Barnett, Lisa Stephens

Absent: Sarah King, Tyson Huffman, Fatima Chavez Gomez, Melissa Bowen

Guest:

1. Call to Order – 2:06 pm

2. Purpose of the Meeting

The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.

3. Approval of Minutes and Action Items

1. Kevin King will provide standard messaging for campus closures. Blackboard was reviewed and a list of recommended messaging was compiled. This list of compiled messages will be sent to the VP's and Site Directors.

Minutes approved.

4. Approval of Agenda

Agenda approved.

5. Constituency Reports

5.1 Academic Senate – Yvonne Mills

- Executive elections took place today. Yvonne Mills will continue as the President.
- Julie Cornett presented the textbook digitization project. This will assist with the ZTC mission.



Minutes DRAFT

- The time capsule was discussed, and the dimensions will be 7 inches wide at the opening and 30 inches long.
- Voting will close Monday for Classified Staff of the Year.
- A call out was done again for faculty participation on the Enrollment Management Committee. No volunteers yet.
- The proposed move of Early College to the DO was discussed and Matt Wanta shared that he has used their resources to get partnerships outside of our area. That one instance was the only feedback received.
- Updates on the Cyber Baccalaureate Degree were provided.

5.2 Classified Senate –Denise Allen

- Brian King and Jaclyn Kessler will be presenting on the professional development results from the survey that are applicable to Classified Staff. The goal is to find areas of professional development that can be implemented next year.
- Classified of the Year is being nominated now for each campus.

5.3 Student Government – Fatima Chavez Gomez

Fatima was unable to attend due to being on the road to General Assembly. She will be the voting delegate from Cerro Coso as well as speaking in front of almost 700 attendees for the Ch. 4 - Anti-Racism: A Student Plan of Action on Undocumented Students and speaking about my experience as an Undocumented Student and answering questions about this Chapter on Saturday morning.

- The next Coyote Chat will take place on April 11 from 12:30pm-1:30pm in the lecture center and on zoom. Presenting will be Physical Science Professor, Scott Cameron, and Ian Seiter from Outreach Services. During the event, information about voting registration will be shared so that they continue to promote Civic Engagement.
- Election campaigning is underway with voting opening on April 8, and closing April 11.
- Film Club was approved with much excitement around what the club will bring.

5.4 Consultation Council – President Hancock/Yvonne Mills

- Did not meet.

5.5 Community College Association (CCA) – Sarah King



Minutes DRAFT

- Elections are taking place soon.

5.6 California School Employee Association (CSEA) – Tanner Barnett

- Two MOU's shared in the SharePoint folder
 - Summer Hours MOU- Will run from May 13- August 16. Porterville will also be on the same summer schedule.
 - Name Change to Senior Institutional Research Analyst.
- Negotiations are underway.

6. Reporting Committees

6.1 Facilities – Cody Pauxtis.

Last meeting will take place April 10.

6.2 Safety & Security – Kevin King

Next meeting will be on April 17.

6.3 Technology Resource Team (TRT) – Mike Campbell

Next meeting will be April 17. Accreditation document is out to the committee and will be available soon.

6.4 Student Equity and Achievement Committee (SEAC) – Heather Ostash

The PowerPoint slide was presented. See College Council SharePoint folder for information.

6.5 Incarcerated Students Education Program (ISEP) – Corey Marvin

Next meeting April 17.

7. Associate Committees

7.1 Budget Development – Chad Houck – *Title V, Sec. 53200:C.10*

The PowerPoint slide was presented. See College Council SharePoint folder for information.

7.1.a District Wide Budget Development Committee *Title V, Sec. 53200:C.10*

Has not met.

7.2 Institutional Effectiveness Committee (IEC) – Corey Marvin *Title V, Sec. 53200:C.10*



Minutes DRAFT

Next meeting April 25.

7.3 Professional Development – Corey Marvin *Title V, Sec. 53200:C.8*

Next meeting

7.4 Accreditation – Corey Marvin *Title V, Sec. 53200:C.7*

The PowerPoint slide was presented. See College Council SharePoint folder for information.

Has not met. Work continues on the document.

7.5 Enrollment Management – Corey Marvin

No report. The committee is being pulled together now.

8. Task Force Updates

8.1 Participatory Governance Model Task Force Update– President Hancock & Yvonne Mills

Work continues on the document. Gaps are being identified and will be fine-tuned prior to being shared. The focus will be on a quality document and not rush to get something finished just for the sake of completing it now. A robust document is the goal and the group agreed to continue working on it.

9. Discussion Items

9.1 Enrollment Fraud –Heather Ostash

Enrollment fraud meetings are taking place on a weekly basis. Holds will be placed, and if no activity for three weeks, then the student will be automatically dropped. This will happen using the AI process. An update on Lexus Nexus will be provided today. It was shared that ID.Me is also still being used as well.



Minutes DRAFT

10. Grant Status Updates

10.1 Grant Status Update

Grant status updates were provided in the SharePoint folder. A request was sent to the District Office to break out Cerro Coso's on the forms so we can see what our impact is.

11. Legislative Updates

11.1 Legislative Updates

No new document provided.

Continued advocacy for Nursing was discussed. Two bills are in the assembly now. This is part of shifting the focus in duplication and making the focus workforce need.

Chancellor Bloomberg went to Sacramento yesterday to advocate for a bill that would allow for the sale of alcohol at the BC stadium and for Cerro Coso's Baccalaureate Degree in Cyber Security.

There is a bill to limit college reserves to 17.5%

12. Staffing Update

12.1 Staffing Update (attachment)

The staffing update was shared with the group.

12.2 California City Child Development Center Assistant

Combining two existing part time positions into one full time position.

CSEA approved and the position change will be moving forward.

13. President's Report

13.1 Suggestion Box Topics

Suggestion to hire student workers to be Uber drivers for our students to get to class. Possibly help promote a ride share option by helping to provide a connection for the students using Pronto.

13.2 Resource Request Analysis (attachment)

President Hancock's Resource Request Analysis was presented to the group.



Minutes DRAFT

14. Miscellaneous

n/a

15. Review of Action Items

No action items.

16. Future Agenda Items

No items.

17. Future Meeting Dates

~~September 7, 2023~~

~~September 21, 2023~~

~~October 5, 2023~~

~~October 19, 2023~~

~~November 2, 2023~~

~~November 30, 2023~~

~~December 7, 2023~~

~~February 1, 2024~~

~~February 15, 2024~~

~~March 7, 2024~~

~~March 21, 2024~~

~~April 4, 2024~~

~~April 18, 2024~~

~~April 30, 2024~~

18. Adjournment – 3:22 pm

Meeting Chair: President Sean Hancock / Yvonne Mills

Recorder: Jennifer Curtis