

BAKERSFIELD COLLEGE

ANNUAL ADMIN STRUCTURE REVIEW

Jennifer Achan
Todd Coston
Brenda Gamlowski
Mike Giacomini
Bernadette Gutierrez
Amber Hroch
Krista Moreland
Billie Jo Rice
Jennifer Serratt
Jason Stratton

**BAKERSFIELD
COLLEGE**

March 27, 2019

TIMELINE REVIEW

Phase 1: November 16-December 7 - Task Force completes initial work.

December 7: Provide overview of work plan to College Council.

Phase 2: December 7-January 18 - Engage in college-wide discussion and identify areas of need.

January 18: Provide update to College Council.

Phase 3: January 18-February 1 - Continue campus engagement and finalize details of proposal.

February 1: Provide update to College Council.

Phase 4: February 1-March 1

February: 26: Provide initial draft of proposed structure for College Council review (electronically).

March 1: Review final proposal with College Council.

OUR JOURNEY

- Reviewed existing organizational charts.
- Multiple discussions on growth of the college in various areas (dual enrollment, inmate education, outreach, expansion of sites, etc.)
- Multiple discussions on how to make things “equitable”.
- Review of BC position responsibilities in comparison to counterpart positions at sister colleges.
- Multiple committee votes to rank the various proposed new positions and possible title changes.
- In-depth discussions on the justifications for various positions.
- Frequent but brief updates to College Council with current status and timeline.

PROPOSED CHANGES (INSTRUCTION)

NEW

- Program Director, BC Southwest (instruction)
- Associate Dean, STEM (Instruction)
- Associate Dean, Instruction #2
- Associate Dean, Instruction #3

TITLE CHANGE

CTE Program Director  CTE Director (Instruction)

PROPOSED CHANGES (STUDENT AFFAIRS)

NEW

- **Program Manager, Operations (Financial Aid)**
- **Program Manager, Co-curricular, Organizations, and Leadership (Student Life)**
- **Program Manager, (DSPS)**
- **Program Director, Athletics Facilities (Athletics)**

PROPOSED CHANGES (STUDENT AFFAIRS CONT.)

TITLE CHANGES

Director, Outreach and Student Relations	➔	Executive Director, Outreach and Dual Enrollment
Program Manager, Outreach	➔	Program Director, High School Outreach
Director, Student Life	➔	Executive Director, Student Life
Director, EOPS	➔	Executive Director, Categorical Programs
Director, Athletics	➔	Dean, Athletics and Kinesiology (No budget impact)
Assistant Director, Athletics	➔	Associate Dean, Athletics and Kinesiology (No budget impact)

PROPOSED CHANGES (FINANCE & ADMIN SERVICES)

NEW

- Director, Finance and Contracts (Budget Office)
- Executive Director, College Security and Safety (Public Safety)

TITLE CHANGES

Director, Facilities, Maintenance,
and Operations



Executive Director, Facilities & Planning

PROPOSED CHANGES (PRESIDENTS LEADERSHIP TEAM)

NO NEW POSITIONS

TITLE CHANGES

Director, Information Technology



Executive Director, Information Technology and Planning

College Institutional Researcher



**Associate Dean, Institutional Effectiveness
(No budget impact)**

Manager, Human Resources



Director, Human Resources (DO funded)

PROPOSED NEW POSITIONS RANKED BY COMMITTEE

- 1. Executive Director, College Security and Safety (Public Safety)**
- 2. Program Manager, Operations (Financial Aid)**
- 3. Associate Dean, STEM (Instruction)**
- 4. Director, Finance and Contracts (Budget Office)**
- 5. Associate Dean, Instruction #2**
- 6. Program Director, BC Southwest (instruction)**
- 7. Program Director, Athletics Facilities (Athletics)**
- 8. Associate Dean, Instruction #3**
- 9. Program Manager, (DSPS)**
- 10. Program Manager, Co-curricular, Organizations, and Leadership (Student Life)**

PROPOSED TITLE CHANGES

RANKED BY COMMITTEE

- 1. Associate Dean, Institutional Effectiveness (no budget impact)**
- 2. Executive Director, Facilities and Planning**
- 3. Dean, Athletics and Kinesiology (no budget impact)**
- 4. Executive Director, Information Technology and Planning**
- 5. Associate Dean, Athletics and Kinesiology (no budget impact)**
- 6. Director, Human Resources (DO funded position)**
- 7. Executive Director, Outreach and Dual Enrollment**
- 8. CTE Director**
- 9. Program Director, High School Outreach**
- 10. Executive Director, Categorical Programs**
- 11. Executive Director, Student Life**

50% IMPACT

50% Law (ECS 84362)		
	FY18/19 Adopted Budget	Proposed
Instructional Salaries		
10	\$ 33,916,009.04	\$ 35,865,552.54
20	\$ 2,522,460.68	\$ 2,522,460.68
30	\$ 11,550,208.02	\$ 12,413,678.27
Subtotal Instruct	\$ 47,988,677.74	\$ 50,801,691.49
Instructional & Non		
10	\$ 39,588,371.70	\$ 40,601,780.52
20	\$ 12,796,877.07	\$ 12,796,877.07
30	\$ 19,317,215.70	\$ 19,810,346.78
40	\$ 1,723,135.00	\$ 1,723,135.00
50	\$ 9,701,021.18	\$ 9,701,021.18
Subtotal Instruct & Non	\$ 83,126,620.65	\$ 84,633,160.55
Deductions		
10	\$ 268,079.94	\$ 268,079.94
20	\$ 1,180,940.81	\$ 1,180,940.81
30	\$ 667,982.56	\$ 667,982.56
40	\$ 97,262.88	\$ 97,262.88
50	\$ 496,655.00	\$ 496,655.00
Subtotal Deductions	\$ 2,710,921.19	\$ 2,710,921.19

50% Law: 59.68% 62.01%

Note: The "proposed" assumes we were to fill all 10 new positions. This chart does not take into account the proposed title changes although the impact would be minor.

PROPOSED TITLE CHANGES

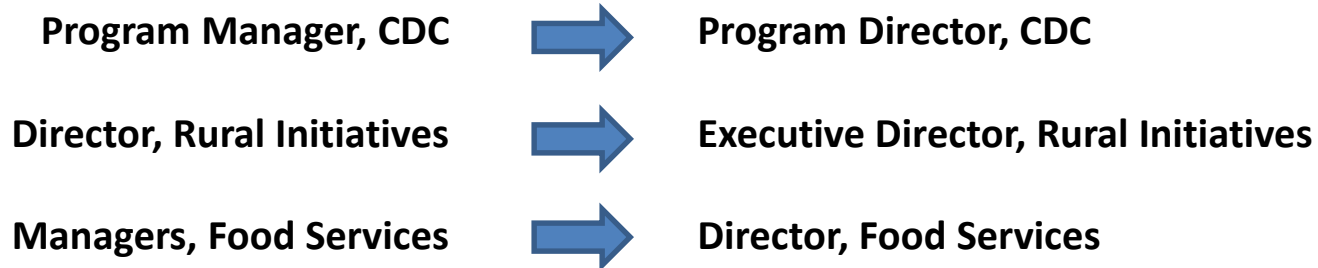
Explanation of committee definition of “Title Changes”

1. Creation of new job description for new title.
2. Submission to HR for review.
3. 3rd party pointing of position.
4. Advertising and hiring of position.
5. Do not re-hire previous position.

Note: Staff in current position would still have to apply for new position.

COMPLETED TITLE CHANGES

Title changes that were necessary but happened after previous Administrative Review but prior current Comprehensive Review



STIPENDS

- There is already a history of using stipends when additional load has been demonstrated.
- Currently VP's at BC get a stipend because of their workload compared to our sister colleges.
- Currently M&O Director receives a stipend because of additional workload.
- Currently used with faculty that take on special projects.

Recommendation:

Utilize stipends as a way of compensating managers who take on large projects well outside of their normal job description.

ORG CHARTS

Go to: <http://www.bakersfieldcollege.edu>

Choose “About BC”

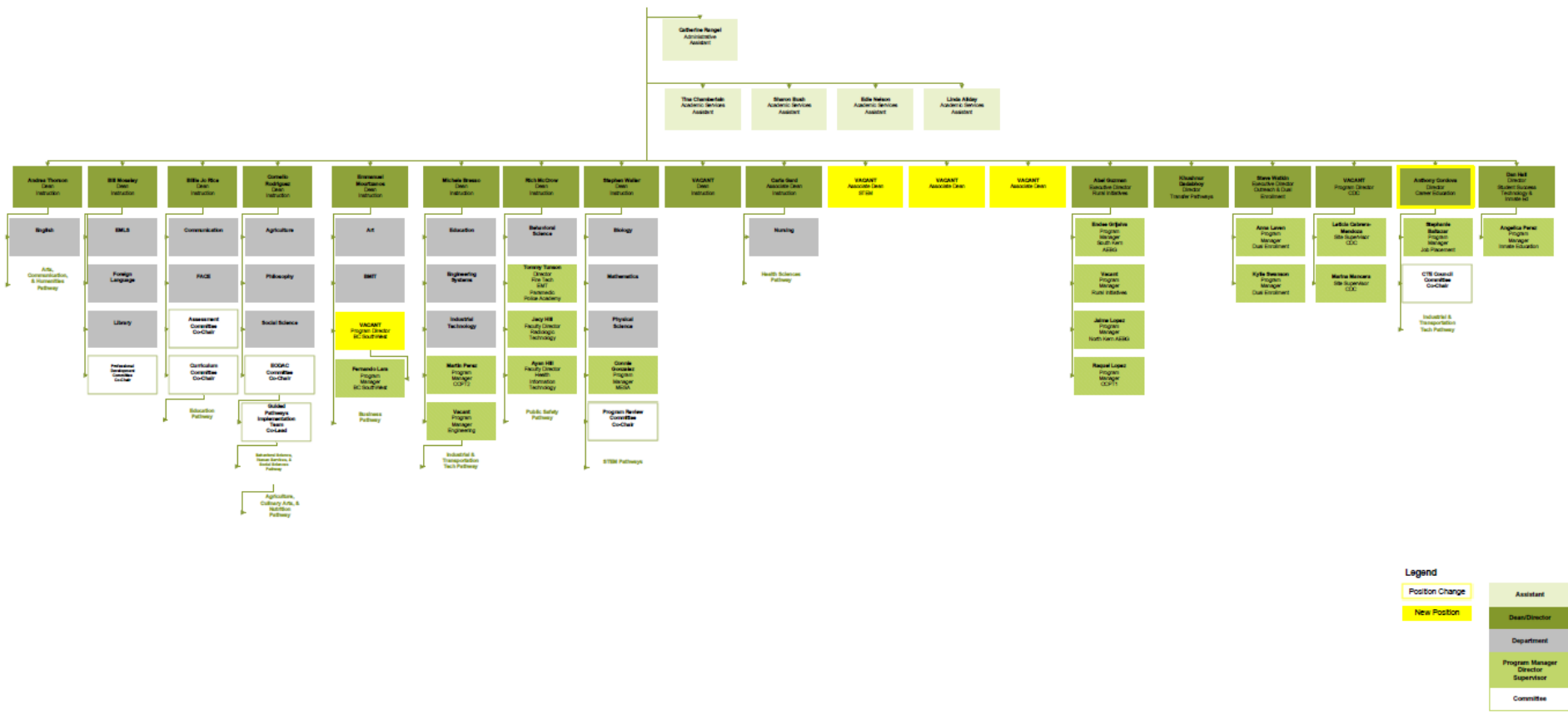
Choose “Office of the President”

Click the “Team” tab

Scroll down for all the org charts.

INSTRUCTION

Liz Rozell
Vice President
Instruction



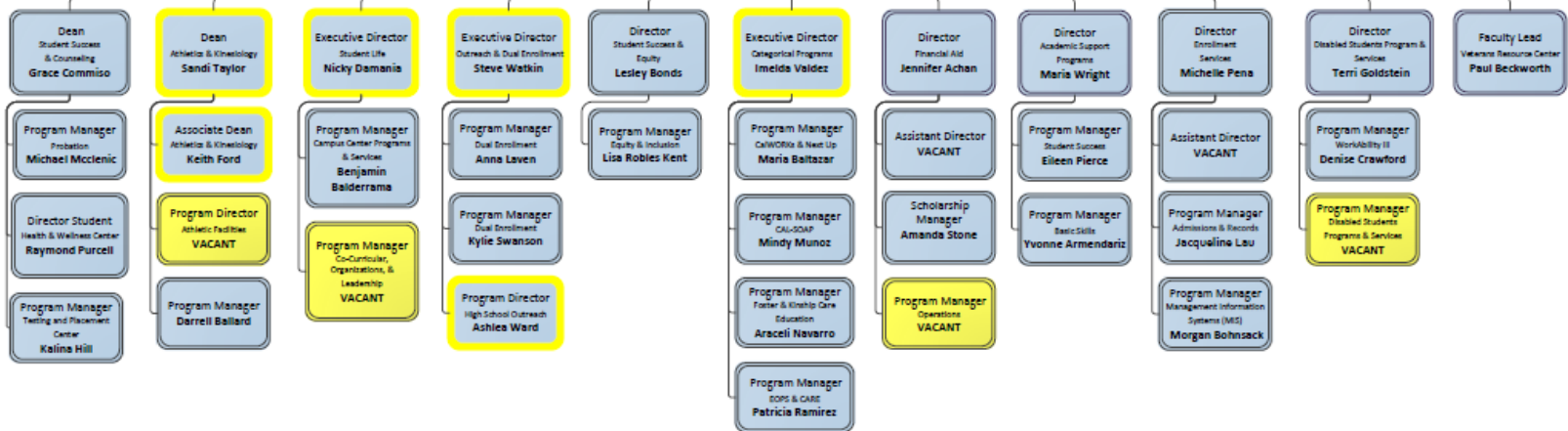
Legend

- Position Change
- New Position
- Assistant
- Dean/Director
- Department
- Program Manager
Director
Supervisor
- Committee
- Pathway Lead

STUDENT AFFAIRS

Vice President
Student Affairs
Zav Dadabhoy

Administrative Assistant
June Charles



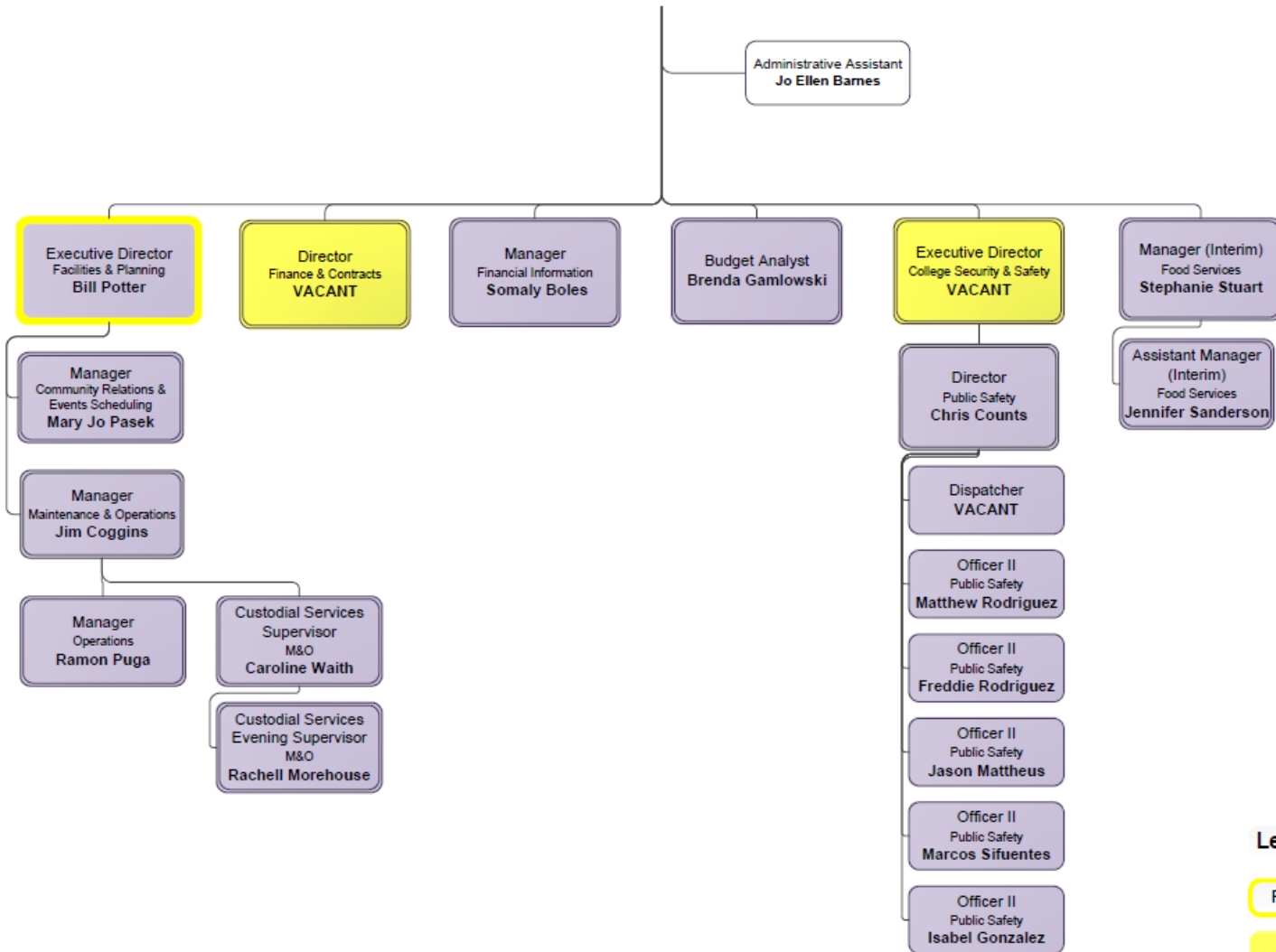
Legend

Position Change

New Position

FINANCE AND ADMIN SERVICES

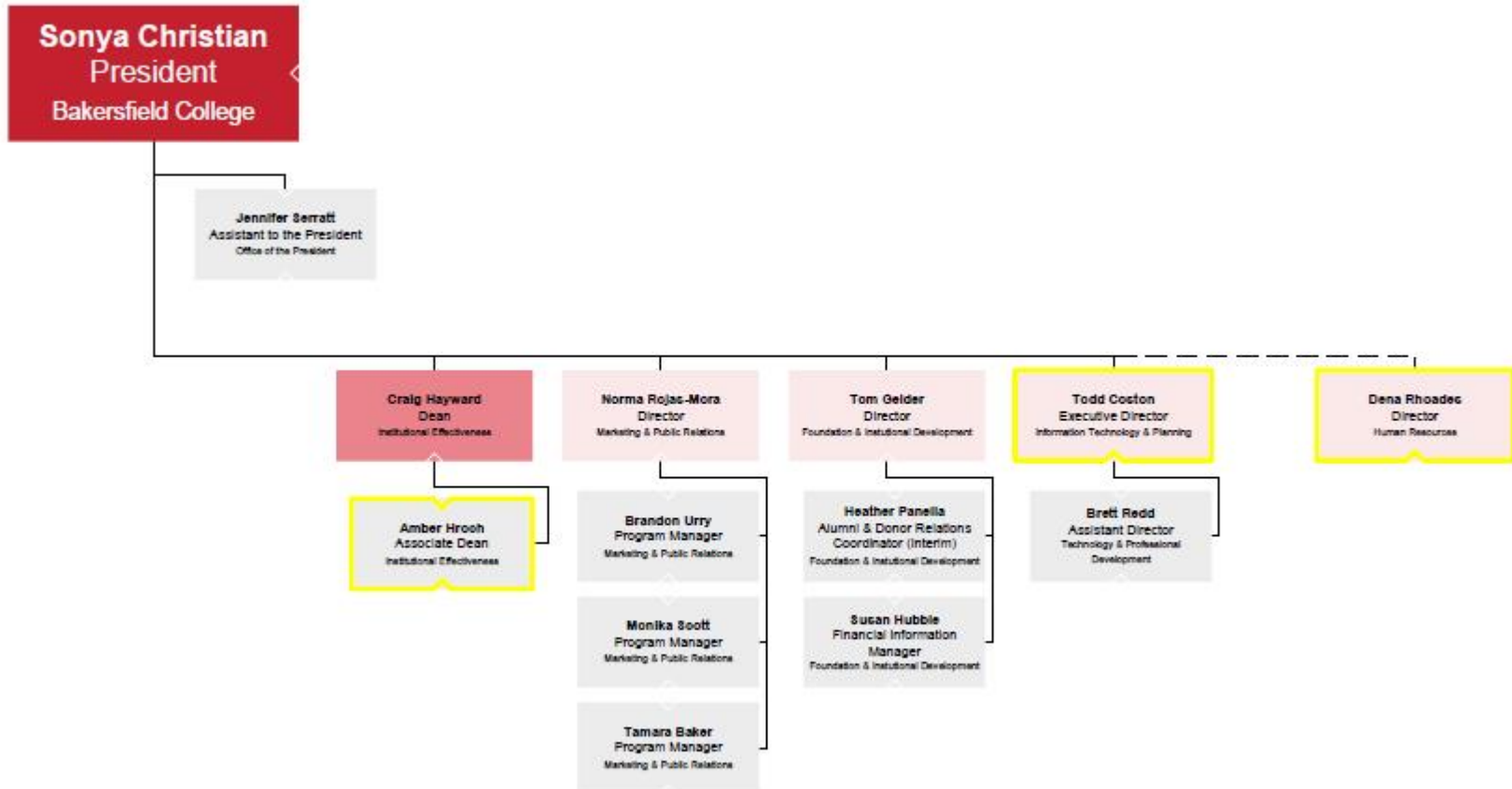
Vice President
Finance and Administrative Services
Mike Giacomini



Legend

- Position Change
- New Position

PRESIDENTS TEAM



QUESTIONS?

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