

BAKERSFIELD COLLEGE

ANNUAL ADMIN STRUCTURE REVIEW

2024-25

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TIMELINE REVIEW

Admin Structure Review Schedule

Feb 2	College Council Meeting - Intro	Overview of Admin Structure Review Process, share the timeline, and introduction of team.
Feb 15	Admin Structure Meeting #1	Kick-off meeting. Overview of process and timeline and solicitation of org changes, title changes, and new positions
Feb 27	Admin Structure Meeting #2	Review previous history, Discussion of charge, Add additional task of reviewing Classified position requests
Mar 4	Admin Structure Meeting #3	Consolidate all positions and position descriptions, Requested Divisional review of positions within (eg FCDC, SALT)
Mar 13	Admin Structure Meeting #4	Review additional information, update ASR requirements, Begin rankings of Management positions
Mar 19	Admin Structure Meeting #5	Review and discussion of Management position rankings, Introduction and overview of Classified positions
Apr 1	Admin Structure Meeting #6	Review timeline and consultation process, Divisional review of positions within, Begin ratings of Classified positions
Apr 8	Admin Structure Meeting #7	Review and discussion of Classified position ratings, Begin documentation process to share results

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April 10: Senate Eboard
 April 17: Academic Senate
 April 19: College Council 1st read
 May 1: Academic Senate (if needed)
 May 3: College Council 2nd read

INSTRUCTION

Management:

- Program Manager, Math Learning Center
- Associate Athletic Director, Women's Sports
- ~~Program Manager, Shafter Learning Center~~

Classified:

- | | |
|---|-------------------------------------|
| • Dean of Instruction | Theatre Technician |
| • Academic Technology Non Academic | Department Assistant III |
| • Apprenticeship CTE | Educational Advisor |
| • Food Service CTE | Laboratory Technician I |
| • Kinesiology/Health/Phys Ed CTE | Office Supervisor |
| • Library Science | Library Technician II |
| • Library Science (Delano) | Library Technician I |
| • Library Science (Arvin) | Library Technician I |
| • Music | Athletic Trainer |
| • Physics | Laboratory Technician II |
| • Research Laboratory Technology CTE | Laboratory Safety Technician |
| • Theatre | Assistant Technical Director |
| • Theatre | Costume Shop Manager |
| • Delano Campus Center | Agriculture Technician |

**Strikethrough signifies Division proposed removal*

STUDENT AFFAIRS

Management:

- Associate Vice President of Student Affairs
- Dean of Enrollment and Retention
- Dean of Categorical and Special Programs
- Director of Residence Life
- Residence Life Coordinator
- Mental Health Clinician

Classified:

- | | |
|---|---|
| • Residence Life | Department Assistant III |
| • Events and Scheduling | Media Technician for Events |
| • Events and Scheduling | Events Staff |
| • Student Success Technology | Systems Support Analyst |
| • Student Success Technology | Program Technician |
| • Financial Aid and Scholarships | Financial Aid Assistant (3x) |
| • Financial Aid and Scholarships | Financial Aid Technician (3x) |
| • Admissions and Records | Admissions and Records Technician II (6x) |
| • International Students Center | Department Assistant III |
| • Student Success and Counseling | Educational Advisor |
| • Transfer Pathways | Educational Advisor |
| • Veteran's Resource Center | Department Assistant III |

**Strikethrough signifies Division proposed removal*

FINANCE AND ADMIN SERVICES

Management:

- Project Manager, Finance and Administration
- College Safety Field Supervisor

Classified:

- | | |
|---|--|
| • Food Services | Accounting Technician I |
| • Budget Office | Budget Coordinator |
| • Office of College Safety | Public Safety Officer II |
| • Office of College Safety | Public Safety Officer I |
| • Office of College Safety | Department Assistant III |
| • Maintenance and Operations | Maintenance & Operations Technician |
| • Maintenance and Operations | Groundsworker II |
| • Maintenance and Operations | Custodian I |
| • Maintenance and Operations | Custodian I |
| • Maintenance and Operations | Custodian I |
| • Maintenance and Operations | Custodian I |

**Strikethrough signifies Division proposed removal*

PRESIDENTS' LEADERSHIP TEAM

Management:

- None this cycle

Classified:

- | | |
|--|---|
| • Technology Support Services | Systems Support Specialist I |
| • Technology Support Services | Systems Support Specialist II |
| • Institutional Effectiveness | Senior Research Analyst |

RANKING CONSIDERATIONS

- Workload distribution
- Compliance
- Funding
- Department needs
- Budget Impact

MANAGEMENT POSITIONS RANKING

Committee Recommendations, Ordinal Ranking		Rank
Position	Area	
Director of Residence Life	Student Affairs	1
Associate Athletic Director, Women's Sports	Instruction	2
Project Manager, Finance and Administration	FAS	3
Residence Life Coordinator	Student Affairs	4
College Safety Field Supervisor	FAS	5
Program Manager, Math Learning Center	Instruction	6
Associate Vice President, Student Affairs	Student Affairs	7
Mental Health Clinician	Student Affairs	8
Dean of Enrollment and Retention	Student Affairs	9
Dean of Categorical and Special Programs	Student Affairs	10

CLASSIFIED POSITIONS RANKING

TOP 9

Committee Recommendations, Numerical Ratings		Rank
Position	Area	
Institutional Effectiveness - Senior Research Analyst	President	1
Budget Office - Budget Coordinator	FAS	2
Technology Support Services - Systems Support Specialist II	President	3
Student Success Technology - Systems Support Analyst	Student Affairs	4
Admissions and Records - Admissions and Records Technician II	Student Affairs	5
Library Science - Library Technician I (Arvin)	Instruction	6
Delano Campus Center - Agriculture Technician	Instruction	7
College Safety - Public Safety Officer I	FAS	8
College Safety - Public Safety Officer II	FAS	9

CLASSIFIED POSITIONS RANKING

ALL

Rank	Position Title
1	President's / Institutional Effectiveness - Senior Research Analyst
2	Finance & Admin / Budget Office - Budget Coordinator
3	President's / Technology Support Services - Systems Support Specialist II
4	Student Affairs / Student Success Technology - Systems Support Analyst
5	Student Affairs / Admissions and Records - Admissions and Records Technician II
6	Instruction / Library Science - Library Technician I (Arvin)
7	Instruction / Delano Campus Center - Agriculture Technician
8	Finance & Admin / College Safety - Public Safety Officer I
9	Finance & Admin / College Safety - Public Safety Officer II
10	Instruction / Library Science - Library Technician II
11	Instruction / Library Science - Library Technician I (Delano)
12	Student Affairs / Residence Life - Department Assistant III
13	Student Affairs / Events and Scheduling - Media Technician for Events
14	Student Affairs / Financial Aid and Scholars - Financial Aid Assistant
15	Instruction / Kinesiology/Health/Phys Ed CTE - Office Supervisor
16	Instruction / Research Laboratory Technology CTE - Laboratory Safety Technician
17	Finance & Admin / Maint. & Ops. - Custodian I
18	Instruction / Physics - Laboratory Technician II
19	Finance & Admin / Maint. & Ops. - Groundswoker II (athletics fields)
20	Instruction / Food Service CTE - Laboratory Technician I
21	Instruction / Theatre - Assistant Technical Director (part-time)
22	Finance & Admin / Food Services - Accounting Technician I
23	Instruction / Apprenticeship CTE - Educational Advisor
24	Finance & Admin / Maint. & Ops. - Custodian I2
25	Instruction / Music - Athletic Trainer
26	Instruction / Theatre - Costume Shop Manager

BUDGET IMPLICATIONS

	FY24	MANAGEMENT		CLASSIFIED		ALL	
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
Academic Salaries							
INSTRUCTIONAL SALARIES	47,498,257.91		47,498,257.91		47,498,257.91	-	47,498,257.91
INSTRUCTIONAL + NON-INST SALARIES	56,234,020.75	396,440.92	56,630,461.67		56,234,020.75	396,440.92	56,630,461.67
Classified Salaries							
INSTRUCTIONAL SALARIES	2,435,865.33		2,435,865.33		2,435,865.33	-	2,435,865.33
INSTRUCTIONAL + NON-INST SALARIES	17,282,376.09	667,808.04	17,950,184.13	515,362.68	17,797,738.77	1,183,170.72	18,465,546.81
Other Expenditures							
EMPLOYEE BENEFITS INSTRUCTIONAL	22,578,818.99		22,578,818.99		22,578,818.99	-	22,578,818.99
EMPLOYEE BENEFITS INST + NON-INST	35,505,583.68	582,471.90	36,088,055.58	396,298.60	35,901,882.28	978,770.50	36,484,354.18
SUPPLIES & MATERIALS	1,906,905.73		1,906,905.73		1,906,905.73	-	1,906,905.73
OTHER OPERATING EXPENSE & SERVICES (INSTRUCTIONAL)	2,167,700		2,167,700.00		2,167,700.00	-	2,167,700.00
TOTAL OTHER OPERATING EXPENSE INST+ NON-INST	13,921,768.6		13,921,768.60		13,921,768.60	-	13,921,768.60
Less Exclusions							
STUDENT TRAVEL	52,554.64		52,554.64		52,554.64	-	52,554.64
RENTAL OF FACILITIES	3,411,800		3,411,800.00		3,411,800.00	-	3,411,800.00
Total Current Instructional Cost							
Total Current Instructional Cost	74,680,642.23		74,680,642.23		74,680,642.23	-	74,680,642.23
Total Current Expense of Education							
Total Current Expense of Education	121,386,300.21		123,033,021.07		122,297,961.49	-	123,944,682.35
Percentage of Instructional Cost							
Percentage of Instructional Cost	61.52%	1,646,720.86	60.70%	911,661.28	61.06%	2,558,382.14	60.25%