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

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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

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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

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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. - Groundsworker 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

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BUDGET IMPLICATIONS

	FY24	MANAGEMENT		CLASSIFIED		ALL	
Academic Salaries							
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
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							
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
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							
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
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							
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
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							
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
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						-	
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
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							
	ADOPTED_BUDGET	Proposed Management	FY24 Adopted + Proposed	Proposed Classified	FY24 Adopted + Proposed	Proposed ALL	FY24 Adopted + Proposed
Percentage of Instructional Cost	61.52%	1,646,720.86	60.70%	911,661.28	61.06%	2,558,382.14	60.25%

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