

**INITIATIVE TITLE:** Division Support Structure.

**DESCRIPTION:** The current administrative support structure for the BT/CIT Division is made up of one Administrative Specialist in BT and one Administrative Support Specialist in CIT. This does not provide adequate support for the departments. This initiative would create an adequate support structure for the Division. The change to a Division view is feasible as a result of the recent reorganization. The Division administrative activities are on the Main Campus. There are 1200 students per term in BT and 1100 students per term in CIT, all of these students would benefit from better administrative support. Students would have more access to assistance with planning, registration, problem resolution, and graduation issues. Both departments would benefit from having adequate administrative support for budgeting, scheduling, personnel/payroll issues, and daily operation.

**RESOURCES NEEDED:** Need \$15,792 additional annual classified position funding to create new Division support structure.

<b>Current Division Structure</b>						
Dept	Position	G/S	FTE	Salary	OPE	Total
CIT	Administrative Support Specialist	07-08	1.0	31,762	15,849	47,611
BT	Administrative Specialist	09-06	1.0	33,066	16,500	49,566
BT	*Instructional Support Specialist	08-08	0.917	30,995	15,467	46,462
			2.917	95,823	47,816	143,639
<b>Proposed Division Structure - Option 1</b>						
Dept	Position	G/S	FTE	Salary	OPE	Total
CIT	** Administrative Specialist	09-07	1.0	34,486	17,209	51,695
CIT/BT	** Administrative Coordinator	11-05	1.0	35,903	17,916	53,819
BT	* Administrative Specialist	09-08	1.0	35,969	17,949	53,918
			3.0	106,358	53,073	159,431
		<b>Difference</b>	<b>0.083</b>	<b>10,535</b>	<b>5,257</b>	<b>15,792</b>
<b>Proposed Division Structure - Option 2</b>						
Dept	Position	G/S	FTE	Salary	OPE	Total
CIT	Administrative Support Specialist	07-08	1.0	31,762	15,849	47,611
CIT/BT	** Administrative Coordinator	11-05	1.0	35,903	17,916	53,819
BT	* Administrative Support Specialist	07-08	1.0	31,762	15,849	47,611
			3.0	99,427	49,614	149,041
		<b>Difference</b>	<b>0.083</b>	<b>3,604</b>	<b>1,798</b>	<b>5,402</b>
* Salary estimated at Step 8 to show maximum impact - actual would depend on person hired.						
** Based on reclassification of existing personnel.						

The .917 FTE Instructional Support Specialist position in BT was approved last year. The purpose it would have served is no longer the most efficient use of college resources, partially due to the need to offer classes tuition-based, so it has never been filled.

Option 1 of this initiative involves reclassifying the BT Administrative Specialist to an Administrative Coordinator, reclassifying the CIT Administrative Support Specialist to an Administrative Specialist, and posting/hiring a BT Administrative Specialist. This option will align existing administrative workloads to job classifications, and provide effective and efficient support to students, faculty, and the Division Chair.

Option 2 would involve reclassifying the BT Administrative Specialist to an Administrative Coordinator and posting/hiring a BT Administrative Support Specialist. There would be no change to the CIT Administrative Support Specialist position. Although, this option would provide an adequate “number” of administrative positions, it would not adequately align workloads to job classifications.

**FUNDING SOURCES:** General Fund.

**ORG/PROG CODES:**

**INITIATIVE ARTICULATION WITH COLLEGE’S VISION, MISSION, & GOALS:** This initiative aligns with the college’s Mission of providing quality educational opportunities with Professional Technical degree and lower division college transfer programs. This initiative also supports the Core Values of Learning by working together to create a learning-centered environment, Innovation by responding to demographic changes and internal challenges, Integrity by providing sufficient administrative staff to effectively monitor the responsible stewardship of resources, and Accessibility by allowing for the strategic growth of learning opportunities.