

2017-2018 Program Review Cycle

Resource Requests for

Reorganization

Current Code	Descriptive Title of Requested Position	Name of Department This Position Would Be a Part Of	Requester
REORG-01	Reorganization of Research, Planning, and Grants to Office of Institutional Effectiveness	Research, Planning & Grants	Ed Karp
REORG-02	Upgrade Division Administrative Assistant	Mathematics	Liz Russell
REORG-03	Operations Analyst	Continuing Education	Alfred Ramirez
REORG-04	Manager, Business Services	Business Services	Susan Courtney

These are requests that were submitted by December 1, 2017 during the 2017-2018 Program Review cycle for the 2018-2019 budget.

Descriptive Title of Requested Position**REORG-01**

Reorganization of Research, Planning, and Grants to Office of Institutional Effectiveness

Name of Department This Position Would Be a Part Of

Research, Planning & Grants

Requester

Ed Karpp ekarpp@glendale.edu

Request Status

This is a repeat request from a previous year.

Previous Code (or Previous Year Requested)

REORG-14 (requested in 2016-2017)

What priority does the department assign to this request?

Extremely High Priority

Description of Position

This proposal is to reorganize the Research, Planning, and Grants office to the Office of Institutional Effectiveness. It includes a request for an additional position, also listed as a new CHAC request in 2015-2016.

The reorganization proposal includes the following steps:

- 1) Rename and refocus the Research, Planning, and Grants office to the Office of Institutional Effectiveness. This would give the office more responsibilities in the areas of administrative oversight for SLO, PLO, and ILO assessment; more support and coordination of institutional effectiveness-related activities from grant-funded and categorically funded programs; and more responsibility for enrollment management.
- 2) Hire a third Planning & Research Analyst position to improve the college's capacity to conduct research, measure institutional effectiveness, and respond to increasing requirements for data, research, and evaluation. Additionally, restructure the current assignments of the Planning & Research Analysts to include more responsibility for learning outcomes assessment. (This position could potentially be funded through Student Equity or 3SP funds.)
- 3) Look at organizational structure to identify how/where an Office of Institutional Effectiveness would best be placed.

Descriptive Title of Requested Position**REORG-02**

Upgrade Division Administrative Assistant

Name of Department This Position Would Be a Part Of

Mathematics

Requester

Liz Russell lrussell@glendale.edu

What priority does the department assign to this request?

High Priority

Description of Position

As the Math Division has grown over the last few years (16% increase in course offerings since 2011, increase in Adjunct Faculty, participation in GAUSS, Gateway, Basic Skills grants, Student Equity, SSSP projects and a new Title V grants) and with changes in the class management system (PeopleSoft) the work required of the Division Chair and Division Administrative Assistant has increased dramatically with no additional compensation or support. The Division Chair and Division Administrative Assistant function as a team to accomplish the work of the Division. The Math Division offers 12% of the overall credit course offerings, is one of the most efficient generators of FTES, encompassing 13% of the FTES generated by credit courses. There are 21 FT faculty, 63 adjunct faculty, 3 FT classified employees, and 1 hourly classified employee that are overseen by the Math Division Office. Math spans the college curriculum from Basic Skills through the highest levels of STEM courses -- this puts us in the unique positions of being involved in most grants and initiatives that come to GCC. Each one of the grants and initiatives involves varying degrees of administrative support from the Math Division office -- some minimal, others completely handled by the Division Office. All of these responsibilities contribute to the successful function of the college and cannot be accommodated outside the Math Division.

In order to facilitate the smooth running of the Math Division, the Division Administrative Assistant is continually performing duties outside of the current Administrative Assistant I job description. These tasks include dealing with student prerequisites, supporting multiple grant projects, supporting over 60 adjunct faculty, dealing with student/faculty issues, board reporting faculty and classified stipends, evaluating student applications, assisting with class schedule, etc. The Division Administrative Assistant role encompasses a combination of duties from Administrative Assistant II, Administrative Assistant III, Student Services Technician, Instructional Services Specialist, Instructional Support Specialist, and Program Specialist. It is crucial that these duties be done within the Division Office as they are done in tandem with the Division Chair.

In the larger divisions, the Division Administrative Assistant position requires a wide breadth of knowledge and expertise. A new job classification reflective of these duties is needed. It is not only unethical to expect the Division Administrative Assistants to continue to work out of the job classification, it puts the college in a vulnerable position. These individuals are key to the successful running of the larger Divisions which in turn support the success of the college. If the position is not adjusted to reflect current duties, we will continue to be unable to retain, attract and keep quality individuals capable of performing the job. This will impede the work of the Math Division, which would put at-risk enrollments, growth, grants, etc.

REORG-03

Descriptive Title of Requested Position

Operations Analyst

Name of Department This Position Would Be a Part Of

Continuing Education

Requester

Alfred Ramirez aramirez@glendale.edu

Request Status

This is a new request.

What priority does the department assign to this request?

Extremely High Priority

Description of Position

Pending further discussion with Administration, approval of CHAC requests, and a possible retirement, this reorganization is being requested to align services, meet past and future needs and effectively budget funds and work load.

We currently have:

Vacant Student Services Technician (1 FTE), Short-term Student Services Assistant (18 hours/week), and pending retirement of Enrollment Services Support Technician (1 FTE).

Proposal is:

Operations Analyst (1 FTE).

Student Services Assistant (.75 FTE)

These positions would meet the needs of the areas handled by the positions currently listed above. The previously assigned positions developed in a variety of duties that require rearranging to appropriate creation of a new position and reallocation of the existing vacant position and the possible vacant position.

Descriptive Title of Requested Position

REORG-04

Manager, Business Services

Name of Department This Position Would Be a Part Of

Business Services

Requester

Susan Courtney susan@glendale.edu

Request Status

This is a new request.

What priority does the department assign to this request?

Extremely High Priority

Description of Position

All other departments of Administrative Services have a manager to support the department head. It would be preferable to change the Contract Analyst to a Manager to have a higher level of expertise to support the Director and to help manage staff and would match the level of support of the other areas.