Bakersfield College
Annual Admin Structure Review

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March 15, 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.

BAKERSFIELD COLLEGE
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,  Executive Director, Facilities & Planning and Operations
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)

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### 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”

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

- Program Manager, CDC → Program Director, CDC
- Director, Rural Initiatives → Executive Director, Rural Initiatives
- Managers, Food Services → Director, Food Services
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.
Presidents Team
Questions?