

The following positions emerged through the annual planning process. They collectively represent needs that were identified in the 2011 Reorganization Plan, the 2014 Reorganization Plan and this year's analysis of the Unit Plans, Sections Plans and Division Plans. In the future all positions will be recognized through the annual planning documents so that requests stay current, relevant, and tie back to program and college strategic goals.

Classified Staff

Public Relations, Marketing and Development Department

Department Assistant I: 10 months, 15 hours per week; Supports college goals 3 &4; Supports department goals 2 & 3;

Assistance is needed to increase development efforts in support of the Department Goals 2 and 3 in response to college needs for increased human, monetary, and physical resources as a result of declining state support and declining future FTES. Currently all assistance to this Director comes from one assistant who is supporting the Public Relations, Marketing, and Development Manager, the Director of Administrative Services, and the Maintenance and Operations Manager. The Cerro Coso Community College Foundation workload has become substantial enough to warrant requesting they pay for assistance. The outcome will be an increased effort to raising more funds, and an increase in financial campaigns, activities and events. There is only so much one employee can do, so having the Foundation pay for an assistant to work on their work will free up both the Director and the Administrative Assistant to work on the other aspects of their work.

Distance Education Department

Education Media Design Specialist: 12 months, 40 hours per week; Supports College goals 2, 3, 5, and 6

This distance education position is being recommended to provide a single source for faculty to contact for iTV administrative support and coordination and for front line and technical support. This position is to provide multimedia/video support to enhance online, iTV, and on-ground courses; Provide technical assistance to faculty in the inclusion of media in courses designed to engage students resulting in increased retention and improved academic success.

Department Assistant II: 12 months, 40 hours per week; Supports College goals 2, 3, 4, and 5

This position is requested to assist the Director of Distance Education in coordinating iTV courses across the service area remotely; provide expanded administrative support to the DE Department due to increased expectations for Distance Education data from the Department of Education and ACCJC.

Athletics Department***Athletic Trainer: Fluxuating Hourly 1,734 hours, .833 FTEE*** (Strategic Goal 1.D)

The Commission on Athletics requires that we have an Athletic Trainer present at all games and providing ongoing care and prevention for student athletes. This position is currently being advertised and the hope is that the search process will yield a successful candidate.

Department Assist II: increase months from 10 months to 12 months (Strategic Goal 1.D) The current position is a 10 month position. This is problematic for the programs served by this position, as much of the planning and preparation for the activities of the following year can and should be taking place over the summer. This will be particularly an issue with the addition of sports teams, who will add to the workload of POs to be processed, travel arrangements to be made, and scheduling to be done. Because of the crucial support to student engagement and the connection to student retention and success, I support increasing this position.

East Kern College Center***Educational Advisor Fluxuating Hourly 1,734, .833 FTEE*** (Strategic Goal 1.A, D, 2.A)

Depending on the development of planning in East Kern, there may be a need for an Educational Advisor position equivalent to the position at KRV. This is also one of the positions identified in the 2010-2013 re-organization plan as necessary minimum staffing for a site.

Administrative Positions***Associate Dean of Public and College Safety 40 hours, 12 months***

The request for this faculty position is spot on; however, the work defined is more appropriately assigned to an administrator, not a full time faculty member. An analysis of the load sheets from the past three years shows a 100% release for the Administration of Justice director with overload to teach a class or two. The conclusion is that while there is a need to fill this position, doing so with an administrator is more appropriate who can take on the added responsibilities of our campus security, safety, and emergency management. Establishing this administrator position would formalize what we have attempted to piece together over the past few years. A financial analysis and the secondary effects of moving in the direction needs to be completed prior to a decision being made.

Director of Student Programs and Athletics, 40 hours 12 months (Strategic Goal 1.D)

After two failed searches spring 2011 and fall 2012, the position has been re-advertised and still needs to be filled.

East Kern Campus Manager 40hours, 11 months

Due to separating the administrative duties of the East Kern College Center and Kern River Valley Campus there is a need to fill a Campus Manager position for the East Kern College Center. This position will manage the educational offerings and student services for the East Kern areas of California City, Mojave, Tehachapi, and EAFB.

Campus Manager for Community and Contract Education, 12 months, 19 hours

Through a needs analysis of the workflow and funds for community and contract education it has been determined that the position we need to serve this function is a campus manager who will partner with the Director of Workplace Learning Resource Center at the Weil Center located at the District Office to offer our community contract education. The Campus Manger's primary duty will be to develop and offer community education offerings to our various communities in the spirit of supporting "life-long learning" outside of the for- credit environment.

Faculty Positions Presented**Counseling: Approved for hire 2013-2014**

While Academic Senate ranked this fifth as a last priority, there is a need to point out what has occurred at the State level and within the Counseling Department itself which clearly supports the need to rehire at least one additional counselor. Over the past two academic years the resignation of the Counselor at KRV and the transition of Paula Suorez into the Director of Counseling position have left the department with two vacancies. Through analyzing head count at KRV and their needs, it was determined that an educational advisor would better serve this site, utilizing our own IWV counselors to provide the counseling services (including teaching the student success courses). However, at the State level, the latest Senate Bill 1456 places demands on the Counseling Department that increases faculty counselors' roles in helping students develop education plans, adopt a program of study, and make sound course selections. While we have employed educational advisors wherever it is possible and appropriate in supporting achievement of student learning, there must be a balance between the need for counseling faculty and the support role that educational advisors provide. Lastly, the student success courses taught by full time counselors are an integral part of the college's efforts towards student retention and success and are a key component of the Basic Skills Initiative as developed by Cerro Coso.

Administration of Justice: Moved to an Associate Dean position 2013-2014**Biology: Not moved forward for hire**

The request for this position is directly related to the immediate need of more students needing nursing prerequisites due to our expansion of the nursing program. What is uncertain is if this will be an ongoing need and whether it could be met by adjunct.

Moreover, the position request did not address all required questions. It is not a position that I am comfortable with moving forward at this time.

Online Librarian: Not moved forward for hire

Within the request for hiring an additional full-time faculty librarian are incorrect assertions which were unintentionally misleading. It was stated that Cerro Coso does meet accreditation standards outlined in Standard II.C. This is not true; those standards are met in different ways at each location. We just completed an accreditation visit and the team confidently asserted that Standard II.C was met. Furthermore, the section of Title 5 cited as evidence (Article 4, Section 58724) is actually part of Subchapter 8, which is all about General Apportionment Funding. Subchapter 8 serves as a basis of making the Board of Governor's annual budget request for the California Community College to the Governor's Legislature and as a basis for the BOG allocation of the State General Apportionment revenues. Section 58704 states that nothing in these regulations shall require district governing boards to expend allocated revenues in specified categories of operation or according to workload measures contained herein. It goes on to state that the Chancellor may develop and provide for district use, any procedures, processes and formulas he or she deem necessary to the utilization of the criteria and standards specified herein. As a final point, the assertion our FTES has doubled since 1996 is incorrect. The reality is there has been an ebb and flow of FTES and headcount over the years and we are currently on a decline. I support the need to be on the cutting edge of online library innovation; however, this can be done without the investment in an additional faculty librarian.

History: Position was identified through review of the Unit Plan and brought forward for hire by the President 2013-2014

The President reviewed all the AUPs to identify a third faculty position needed to hire and what emerged was a **History position**. Within the Social Science AUP it was noted that the 2011-2012 unit plan showed the department replacing one of two faculty members and that it still requires an additional faculty member in the area of History and Political Science. Because we filled the prior position with an individual who could teach both History and Political Science, this leaves the discipline of History with .50 full time employee and 6 adjuncts. This area generates over 100 FTES per year, approximately the same amount as Biology, Spanish, or Business Administration—all of which have two full-time faculty members in them. There is a clear need for an additional full time History faculty.

Generalist Industrial Arts: Approved for hire 2013-2014

This area needs a minimum of two faculty members to meet the needs of our students and employers. Recruiting for a generalist that can pick up the areas in electronics, machining, and even some welding would benefit our institution greatly, providing

flexibility in scheduling to meet student needs. With the recent resignation of one of our faculty in this area, it is important to move this position forward.

Adjunct Faculty

Adjunct Counseling East Kern College Center (Strategic Goal 1.A, D, 2.A) - In the short term and depending on the development of the plans for the East Kern area, additional adjunct counseling hours are needed to meet student needs at the East Kern sites and to meet the increased activity associated with further implementing partnerships plans with the high school, stabilizing support for the Edward's site and possibly expanding offerings and services into Tehachapi.

Women's Soccer Coach and Assistant Coach (Strategic Goal 1.D):

The annual survey of athletic interest at our service area high schools and our internal survey supports the addition of women's soccer. This option is further strengthened by the history of strong women's soccer clubs in our communities.