

**Access Programs
Annual Unit Plan for Academic Year 2014-15
Planning Year 2013
Addendum**

Due to an increase in funding for the EOPS program, the number of hours per week was increased to 40 hours a week for the two proposed temporary positions listed below. The changes reflect the number of hours per week and salary amounts. **The long term goal is to increase the number of students participating in the EOPS programs and to hire a full time (12 month) Department Assistant II and a full time (12 month) Special Services Assistant for the 2014-2015 academic year.**

2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

| Position Title | Location | Priority: 1 = high 2 = med 3 = low | Strategic Plan goal addressed by this position | Salary Grade | Number of Months | Number of Hours per Week | Salary Amount | Funding Source (check <u>one</u>): G = General Fund, O = Other G O | |
|----------------------------|----------|---|--|-----------------|---------------------|--------------------------------|------------------|--|---|
| Special Services Assistant | IWV | 1 | 1.1,1.2,2.4 | 33.5 | 20 weeks | 40 | \$11,042 | | X |
| Department Assistant II | IWV | 1 | 2.4, 4.3 | 35 | 20 weeks | 40 | \$11,885 | | X |

1. Access Programs mission is to provide additional support services to Program students. Additional staff time is needed to meet with students and assess their needs, provide referrals, and monitor student progress. SSA staff provides one on one contact time with students to facilitate referrals, promote study skills and personal behavior that leads to successful completion of classes. Students are more likely to come into Program for services and to discuss problems they are having if they know staff are available. The Programs also need additional assistance with student data input and tracking, planning activities to increase student engagement, and maintaining office hours to provide student services. Using the additional EOPS funds allocated this fiscal year will restore some of the classified staff time lost in past years. This supports previous Program goals for the past two years and the current goals of increasing student contact time and having more staff available to provide services to students and input data required to meet State regulations.

2. Current staff work large caseloads. More documentation and monitoring are needed than in the past and staff numbers are down from previous years while workload is increasing.

3. Access Programs is not able to grow with current staff. Required Program needs will be difficult to complete with current level of staffing. Categorical Program funding could lessen as a result. Access Program funding provides additional services to students with the greatest needs.

Starting 2014-2015 the EOPS program will need to employ a full time EOPS Director that meets the following criteria: EOPS Title 5 regulations require that the EOPS director, whether the position is full-time or part-time, be a certificated position. The director's time in EOPS/CARE must be paid from district funds. The EOPS allocation for Cerro Coso College is more than \$500,000 in 2013-14, which means that if the college wants to have a less than full-time EOPS director in 2014-15, it must have in place a full-time EOPS assistant director as stipulated: *College EOPS program has a full-time EOPS assistant director/coordinator who is assigned 100% time to EOPS/CARE and who clearly manages and administers the program in the absence of the EOPS director (as described in the EOPS budget in SSARCC)* Or your college can choose to put in place a full-time EOPS director in 2014-15 who is assigned 100% time to EOPS/CARE. This change most likely will require additional college/district funds and could mean the hire of a new position.