

East Kern Center Department
Annual Section Plan for Academic Year 2017-2018
November 2016

Description Of Section

Mission/Connection to College Mission

The East Kern Center serves the communities of Edwards Air Force Base, North Edwards, Mojave, Boron, California City and Tehachapi.

The Edwards AFB site offers the Cerro Coso IGETC, CSU Certification, and Local pathways partially online and partially on-ground. Two degrees are available to students at this site: an AA in Liberal Arts: Arts and Humanities, and an AA in Liberal Arts: Social and Behavioral Sciences, which both require online and on-ground coursework. Students in the military can also take courses online and on-ground to complete their general education requirements for an associate degree from the Community College of the Air Force (CCAF) at the Edwards AFB site. This site offers one CTE program, an Emergency Medical Technician certification, which is 100% on-ground at California City High School.

The Tehachapi site offers the Cerro Coso IGETC, CSU Certification, and Local pathways, as well as associate's degrees in Liberal Arts: Arts and Humanities, Liberal Arts: Social and Behavioral Sciences, and Medical Assisting 100% on-ground. Additionally, students can complete an associate degree in Psychology almost entirely on-ground, with the exception of one online course. Available CTE programs at the Tehachapi site include Clinical and Administrative Medical Assisting and Emergency Medical Technician certificates offered 100% on-ground.

East Kern has expanded course offerings at the California City Correctional Facility (CAC) and the California Correctional Institution (Tehachapi). California City Correctional Facility (CAC) site is offering the Cerro Coso and IGETC pathways, as well as an associate degree in Liberal Arts: Social and Behavioral Sciences.

Review And Planning

Performance and Equity Gaps Still to be Addressed

Millennial students ages 20-24 years old fall short of meeting all pipeline milestones. Gen-X students ages 40 and older also fall short of meeting all pipeline milestones.

East Kern began to address these two age groups and the gaps identified by looking into creating assessment preparation programs to prepare students in the areas of English and Mathematics. Student engagement is also a key strategy. A Facebook page was created to keep students engaged, informed, and active in college life. Also, we are interested in implementing activities that have been identified in the 2015-2016 Student Equity Plan targeting about equity gap groups. (i.e. immersion coursework, etc.).

Student Learning Outcomes (SLO):

East Kern's strategic goals/initiatives along with acquiring knowledge of SLO outcomes are the driving factors during the planning, development, and implementation of goals targeting student success. Ongoing conversations with faculty leadership assist with a basic understanding of student outcome gaps at the East Kern sites, and what has been done or what can be done to improve those gaps. This type of knowledge also assists with the creation of ideas that serves our student populations.

Progress Made on Prior Year Initiatives

Increase class offerings and CTE programs in service area

Each and every semester, East Kern has been increasing class offerings in the areas of general education and workforce training at the Tehachapi site.

Cerro Coso Community College (CCCC) started serving Tehachapi in Fall 2014, and offered an evening program of 5 general education classes at Tehachapi High School with 65 enrollments. At that time, CCCC offered classes in the high school (the school district was renovating the Tehachapi Education Center). During the fall of 2015, CCCC moved into our own site/facility, and that semester produced 93 enrollments in 6 classes. Also during the fall semester, CCCC finalized a dual enrollment agreement with the Tehachapi High School District, and began to offer general education courses, along with an entire administrative medical assisting program at the high school. Those sets of courses assisted 58 high school students to obtain college credit.

During Fall 2016, CCCC began to offer 9 courses in the evening program with 153 enrollments. For the first time, CCCC offered short-term workforce training classes in the evening program: the Emergency Medical Technician program. Also during the Fall 2016, at Tehachapi high school, our dual enrollment course offerings increased to 13 sections with 230 enrollments in such courses as medical assisting, business office technology, mathematics, career choices, and Spanish. In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi.

In the area of Mojave, CCCC is now offering a dual enrollment welding course during the day for both high school and community members. Our first class was in Fall 2016, and we currently have 13 students in the class. The goal is to continue to offer other welding courses towards a certificate and/or degree.

In the area of California City, CCCC started a dual enrollment Business Service Office Technology (BSOT) certificate program during the Fall 2016. The classes currently have 20 students enrolled in each course.

In the area of Boron, CCCC started offering 2 dual enrollment courses at Boron High School, and CCCC is serving 20 students in each course.

Even though East Kern initially met this initiative of increases in class offering and CTE program, East Kern is planning to continue to grow and expand (2017-2018 initiative).

Continue to Increase Outreach

High school dual enrollment course offerings have taken off in East Kern. During the Fall 2016 semester, CCCC finalized a dual enrollment agreement with the Tehachapi High School District, and began to offer general education courses, along with an entire administrative medical assisting program at Tehachapi High school. Those sets of courses assisted 58 high school students to obtain college credit.

In the Spring 2016, CCCC finalized a dual enrollment agreement with the Muroc School District, and began to offer dual enrollment classes during the Fall 2016.

In regards to dual enrollment in East Kern (working with multiple high school districts) CCCC started with 6 dual enrollment classes back in Fall 2015, and now CCCC is running 22 sections during the Fall 2016. Initially, CCCC was offering classes at both Tehachapi and California High School in the beginning, but now have expanded the dual enrollment opportunities to both Mojave and Boron High Schools. Each class is averaging 20 students as well.

East Kern has met the initiative to increase outreach in the areas of dual enrollment and advertising. Even though we met this initiative, our plan is continued growth in the area of dual enrollment and outreach.

Increase Faculty in Service Area

East Kern has continued a search for adjuncts in multiple subject areas. Administration has reached out to faculty chairs, along with our current adjuncts for referrals and assistance. This has allowed us to locate a few adjunct faculty.

Even though we have had some progress, the lack of faculty is beginning to hinder our ability to offer courses at the Tehachapi site (during the day), and our sites located in California City Prison and California Correctional Institution (Tehachapi). There is truly a need for faculty in multiple subject areas in East Kern, and this need will continue to grow.

East Kern is listing this initiative as still in progress. Administration has reached out to faculty chairs to request the hiring of faculty in multiple areas for the upcoming 2017-2018 annual unit plans.

Initiatives for Next Academic Year

Continued Growth and Expansion in East Kern/Tehachapi

Action Plan:

In terms of students served, the East Kern campus has now become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. We are looking to continue to grow.

The key to this projected growth is having faculty available to teach the courses. At this time, we are struggling to located faculty.

CCCC Tehachapi Projected Growth:

California Correctional Institution (Tehachapi)

This prison institution houses up to approximately 3,000 incarcerated individuals in Level 1, Level 2, Level 3, and Level 4 yards/areas. The prison requested that we offer our courses at each level/yard.

The key to this projection is having faculty available to teach the below courses. These courses are general education courses, along with potential welding courses.

East Kern would also like to see the development and implementation of a CTE Certificate in Alcohol and Substance Abuse Counseling (CADAC) under the supervision of the Administration of Justice Department.

Fall 2017/Spring 2018 (Correctional Officers at Tehachapi)

The plan is to start offering 1-2 (or more) Administration of Justice courses to correctional officers (and community members) utilizing the building/rooms right off the prison grounds.

Tehachapi High School (THS) Dual Enrollment (DE)/Middle College Program

Dual enrollment at THS is projected to grow, and grow rapidly. As teachers meet minimum qualifications, THS DE will continue to grow. Projected DE course offerings each semester will be from 13 to 16 courses in multiple subjects.

Tehachapi High School (THS) also allows their students to take 3 periods off site at a college. CCCC Tehachapi would like to offer classes during the day time to provide concurrent enrollment courses (at our CCCC site) to "middle college students" and community members.

The key to this projection is having faculty available to teach these courses during the day.

- Projected general education course offerings – 3 to 5 courses during the day with a potential enrollment of 90 to 150 enrollments.

If the Welding facility and equipment is approved by CCCC faculty, THS would also like middle college high school students enrolling in welding classes towards the completion of a welding certificate.

- Projected Welding course offerings – 2 to 3 courses each semester with a potential of 30-45 student enrollments.

Tehachapi Site

The key to this projection is having faculty available to teach these courses during the day.

1. Continued growth and course offerings in the evenings and the start of day time courses. The addition of degree offerings in the area of Administration of Justice, Psychology and Welding.
2. Partnership with the THS Adult Education program. This partnership will increase CCCC enrollments.
3. Partnerships with Tehachapi home schools and local charter schools increasing concurrent enrollments at the site.
4. The addition of science courses at the Tehachapi site (i.e. Anatomy & Physiology) which will increase enrollment. We are requesting a full time faculty position to meet the needs of these courses, along with courses that will be offered at our prison sites.
5. Working with Administration of Justice Department Chair to survey the area and assess the need of providing academy

coursework/levels in the Tehachapi area.

6. Summer school – We will be offering the clinical portion of the Medical Assisting certificate program

1. Tehachapi will also be offering other summer school courses such as Principles of Health Ed (enrolled by high school students), and other courses to increase enrollment.

CCCC East Kern Projected Growth:

California City Prison

California City prison started with one COUN C101 class during the fall 2015, and has grown. CCCC's course offerings/student enrollments are in the top three of all community colleges offering face-to-face instruction. We utilize a cohort model so that students can earn an AA degree in 3-4 years.

The key to this projection is having faculty available to teach these courses.

Fall 2017/Spring 2018 (Inmates)

Spring 2017 - We have grown to 10 courses that have between 30 and 40 students enrolled in each course.

- Goal is to have 80% of inmate student participating in the EOPS program
- As space become available, more classes will be offered at this prison site.

Fall 2017/Spring 2018 (Correctional Officers at Cal City)

Looking to add Administration of Justice classes for correctional officers (CO) and community members in a building on the prison grounds (outside the fenced area).

- Potential Growth: 2-4 courses per semester with a potential enrollment of 60-120 seats being filled.

Edwards Air Force Base (EAFB)

The plan is to identify a program of choice for the students associated with EAFB. One idea/option is the Cyber Security certificate/program. Offering this program will grow and increase student enrollment.

The key to this projection is having faculty available to teach these courses.

North Edwards

Muroc School District is allowing for CCCC to use their Adult Education facility (rent free) to offer college courses. These courses can connect with their current adult education student population.

- Spring 2017 – Offering one PDEV C101 course
 - Potential enrollment of 20-30 students for spring 2017.
- Depending on the success there could be more courses to follow with more growth.

Mojave/Cal City

Focus on working and partnering with Mojave Unified School District's adult education program to streamline these students into CCCC's courses in the areas of general education and CTE.

- Potential CTE programs – Welding, Business Office Service Technology and Medical Assisting

Dual Enrollment in East Kern

Dual Enrollment in East Kern (i.e. Cal City High School, Mojave High School, Desert High School, and Boron High School) is also growing.

- Fall 2016 – 167 student enrollments
 - Projected growth – Increasing dual enrollment classes from 11 to over 15 per semester in the East Kern high schools.
 - Projected enrollment to double as we add more dual enrollment classes

- Online concurrent classes are also growing.
- Cal City High School is starting a BSOT certificate program.

Measure of Success:

Success will be measured based on enrollment increases and program growth.

Person Responsible:

Lisa Stephens, Director of East Kern & The East Kern Team

It directly addresses a college Strategic Goal or Objective

The mission of Cerro Coso Community College is to, "provide tailored programs and equitable services to the students in the communities and rural areas we serve." The vision of Cerro Coso Community College is to, "be recognized as a leader in higher education, a source of programs and services for tomorrow's workforce, a model for student learning, and a partner with its diverse clientele and communities." Continued growth and expansion in the East Kern area targets both the mission and vision of Cerro Coso Community College.

The initiative of continued growth and expansion directly addresses all of the Cerro Coso Community College's strategic goals including student access, student success, community relations and organizational effectiveness.

High School to Community College: College & Career Dual Enrollment Pathway Road Maps

Action Plan:

This initiative is about the creation of college and career dual enrollment pathway road maps.

With the collaboration of high school partners and CCCC counseling staff, East Kern and Kern River Valley will be working on the development and implementation of program of study templates (POS). The POS templates/schedules/student ed plans will provide a "road map" of high school and dual enrollment coursework (9th – 12th grades) that will lead high school students to their desired post-secondary education and/or workforce employment certificate/goals.

Career and Technical (CTE) Program of Study (POS) in the East Kern/KRV service areas

- Business Office Technology(East Kern & KRV)
- Welding (East Kern & KRV)
- Administrative Medical Assisting (East Kern & KRV through the Kern High School District Regional Occupational Center program)

General Education (GE) Program of Study (POS)

- AA Candidate – Planned sequence of courses (East Kern & KRV)

Desired Outcome:

The desired outcome is to provide a college coursework plan that is incorporated within the high school student's class schedule (grades 9th - 12th). This plan will ease student transitions from high school to our community college, CSU, UC or directly into workforce employment.

Partnerships and collaboration must occur with key stakeholders during the creation period. These individuals will include (but are not limited to) CCCC administration, CCCC counseling staff, high school administration, high school counseling staff, along with KCCD's work base learning director and CCPT grant individuals.

Measure of Success:

Success will be measured by development of the program of study templates (POS) during the 2017-2018 academic year, and if

implementation of the POS at the partnering high schools has begun by fall 2018.

Person Responsible:

Lisa Stephens, Director of East Kern

It directly addresses a college Strategic Goal or Objective

This initiative directly focuses on the mission of Cerro Coso Community College to provide tailored programs and equitable services to the students in the communities and rural areas we serve.

Strategic Goal #3 - Ensure Student Access

This initiative directly targets Objective #2 (Be the Higher Education Option of First Choice) by providing high school students direct access and first hand experience of CCCC's courses (while attending high school). The development and implementation of the program of student template (POS) road map can be seen as one strategy for converting high school dual and concurrent enrollment students to full-time students upon graduation.

Resource Needs

Facilities

With the passage of a bond during the 2016 election, I would like to keep in mind the desire and need for a future permanent campus/site in the city of Tehachapi. With the site's continued growth and expansion, this request can become a reality. Also, this request can be looked at during the upcoming educational master plan creation.

Tehachapi did not have a budget for non instructional supplies (4313), postage (5820) or food (5230); therefore, we are requesting this amount for the 2017-2018 year.

- **4313 CT - Supplies** (general): Amount requested is \$2500.00
- **5820 CT- Postage:** Amount requested \$200.00
- **5230 CT - Food/Meetings:** Amount requested \$300.00

The Tehachapi site aligns with the Library AUP's request for a **locking file cabinet**. The Tehachapi site does not have a locking cabinet that can house reserve textbooks.

- Locking Cabinet for RESERVE TEXTS - Projected cost is \$1200.00

SARS Kiosk at the Tehachapi site collecting data on library instruction and Learning Assistance Center (LAC) activity. Also, one barcode scanners for SARS kiosks is being requested.

2 noise-cancelling headphones for students proctors

- Amount request is \$200.00

Security Guard

East Kern and Tehachapi is requesting a security guard at the Tehachapi Education Center, 12 hours a week, 6:30pm-9:30pm Monday through Thursday evenings. Tehachapi site offers an evening program to their students. A security guard will provide safety and security of our students and faculty during those late afternoon and evening courses.

- Projected Amount Requested: \$9600.00

Information Technology

Web cams w/ microphones (requesting 2)

- Web cams with microphones are needed for two computers at the Tehachapi site. Tehachapi currently does not have ITV capability; therefore, web cams would be used in lieu of this technology so that faculty, staff and students can be more engaged during meetings. At this time, meetings are being participated via telephone.

Desktop & Monitor Request (requesting 2 of each)

- East Kern is requesting a desktop computer and monitor for the Educational Advisor and the Director/Campus Manager at the Tehachapi site. The Educational Advisor is currently using a laptop that was assigned for the campus; thus, the laptop cannot be accessed or used by students as intended. The Director and Campus Manager are using student computer stations. The Educational Advisor computer request aligns with the Counseling AUP 2017-2018 technology plan request.

Laptops - Prison Faculty (requesting 6 laptops)

- Request for 6 (basic) laptops – These laptops will be used by faculty teaching at California City Prison and Tehachapi Prison. These two prison sites are growing; therefore, the need for technology equipment is growing to assist with instruction. The prison has smart boards in their classrooms, and the only way that faculty can access this smart board is bringing a assigned laptop into the prison.

Mounted Projectors (requesting 5) or Media Cart (requesting 2 media carts)

- Tehachapi Site (5 classrooms) - Media carts are a request for all classes taught at the Tehachapi site. At this time, the site only has two media carts. Mounted projectors could take the place of media carts.
- We are requesting 5 classroom mounted projectors or 2 media carts to be used for instruction.

ITV Equipment request for Tehachapi Site

- This will allow classes to be taught via ITV, thus increasing enrollment and providing students opportunities to take classes that are not physically located at the site. In the future, there is a potential for a LVN program coming to the Tehachapi site; therefore, ITV equipment will be a required need. It will also enable face to face participation (via ITV) for students, faculty and staff during meetings, etc.

Marketing

Growth and expansion is the key focus of East Kern and Tehachapi. The below requests target this main focus.

Facebook Adverting

With the approval and assistance of our fantastic Public Relations and Marketing Manager, the Tehachapi site was able to create and implement a Facebook page. We are requesting funding for Facebook Ads, targeted ads to reach different audiences, new and returning students in order to address the 2017-2018 strategic initiative of growth and expansion in the East Kern and Tehachapi areas.

- Amount requested: \$1200.00 (\$100.00 per month)
 - Site will need to be assigned a Cal Card to pay for the transactions.

Tehachapi Sign (at the site)

East Kern is requesting a sign for the Tehachapi site. There is no sign currently at the site showing that Cerro Coso Community College is located within the building. Also, we are requesting a sign to be located on the corner of Tehachapi Boulevard and the school facility to provide more site visibility of our location.

- Amount requested – \$1500.00 (for two signs)

Greater Tehachapi Chamber of Commerce Membership (Chairman's Circle)

The Greater Tehachapi Chamber of Commerce offers an opportunity for our members to enjoy more recognition, visibility and opportunities through our Chairman's Circle. The Chairman's Circle offers a number of ways to market, advertise and promote your company on a regular, consistent basis.

We are requesting a Bronze membership. The bronze membership includes CCCC being a sponsor of multiple events, advertising on websites, monthly advertisements on newsletters, acknowledgement at chamber events, an much, much more.

- Amount (bronze membership fee) requested is \$1000.00

Festivals and Booth Opportunities in Tehachapi

Tehachapi is known for their festivals and business showcases. CCCC participated in the below two events during the 2015-2016 academic year with great success. We are requesting funding to participate again.

Mountain Festival Booth (participation)

- Amount requested is \$450.00 for the booth

Fall Business Showcase Exhibitor Booth (participation)

- Amount requested is \$400.00

Advertisement on the East Kern College Car

East Kern is requesting a large decal/sticker on the back window of the college car assigned to East Kern to promote CCCC.

- Amount requested: \$300.00

Movie Theater Advertising

CCCC is in Tehachapi – East Kern is requesting (as part of their marketing plan) additional advertisement in the Tehachapi movie theater to target potential students of all ages. Movie ads have been done at the main campus and at KRV campus with great success. Cost is \$150.00 per month.

- Amount requested for 12 months: \$1,800.00

East Kern Advertising Budget Increase Request

We are requesting that East Kern's advertising budget be increased by 25% to 50%. In order for growth and expansion to continue, advertisement and outreach is crucial.

Professional Development

East Kern and Tehachapi is requesting the following in regards to professional development:

Management/Leadership Development

Campus Manager of East Kern and Tehachapi – Attend ACCA conference in 2017.

Staff Development

East Kern and Tehachapi staff attend a professional development workshop and/or conference. Training is required in the areas of dual enrollment, prison education, and student success initiatives.

- Amount requested is \$2000.00

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

Counseling (Full-time Faculty – EOPS & General Counseling)

Location:

EKC Edwards/Cal City, EKC Tehachapi

Justification:

This justification was taken from the EOPS AUP.

Justification:

Are there too few or too many students enrolling for particular classes or majors?

- There are additional students registering for classes as part of the dual enrollment program and classes at the California City and Tehachapi prisons. In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. With this in mind, the need for counseling staff has increased based on only having one 32-hour per week Ed Advisor, and 1-day per week counselor. Smaller sites have more counseling/student services staff to meet the needs of the students and community.
- Cal City Prison - Total student population 160 students (and growing). In terms of students served and enrolled, CCCC is one of the top three California Community College programs that educates inmate populations in a face-to-face classroom setting. Approximately 30% of Cal City inmate students are participating in the EOPS program. Our goal is to have 80% of this population involved in the EOPS program by the end of spring 2017.
- Tehachapi prison - Total student population is currently 32 (enrolled in one course), but will grow based on the increase number of course offerings (1 course offered during fall 2016 to 4-6 courses offered during spring 2017 semester). The plan is to have EOPS available to students during the 2017-2018 academic year.
- East Kern provides student services support to the largest dual enrollment population at Cerro Coso Community College. East Kern (Mojave, Cal City, Boron High School) dual enrollment students during the fall 2016 semester – 167. Tehachapi High School - 361 dual enrollment students during fall 2016 (with this number increasing). The above school districts also have a large amount of high school students who take concurrent classes at Cerro Coso.
- This position will also support the offerings of counseling courses (i.e. COUN C101 and/or PDEV C101) at the East Kern sites (including the two prisons). Lack of faculty willing to teach at the prison sites makes it extremely difficult to schedule counseling courses, courses that are truly needed when working with the inmate student population.

Are there too many courses or programs that are under capacity? No

Are courses "core mission"? Yes

Are courses overscheduled? No

Is there capacity to offer courses or programs at different times and/or locations? Yes

Is there a workforce shortage in the service area or region? Unknown

What are the costs and/or lost revenue from gaps between student demand and course or program capacity? Unknown

In support of your proposal, provide the following data:

- Size of wait lists in the discipline – N/A
- Department productivity, previous year – see description under #1

Number of faculty currently in the department – Counseling faculty is in Tehachapi 1 day per week, no faculty at Edwards at this time

Number of adjunct faculty – 0

Number of certificates awarded, previous year – N/A

Number of degrees awarded, previous year – N/A

Core curriculum classes – COUN C101, PDEV C101

CTE classes with workforce data (wage/high demand) - unknown

Number of students at first day and census, previous year - unknown

2000 Category - Classified Staff

Director of East Kern - Increase to 12 Months

Location:

EKC Edwards/Cal City, EKC Tehachapi, Kern River Valley

Salary Grade:

H

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Our upcoming strategic initiative includes growth and program development in East Kern and Tehachapi. We have identified several areas and will produce sustainable and ongoing increase in enrollments. The presence of the director during the 12 months is vital to oversee the growth, and to maintain relationships in the community.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- Director of East Kern – 40 hour position/ 11 months

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

College Campus Manager EK - Increase to 12 Months

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

B

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Our upcoming strategic initiative includes growth and program development in East Kern. We have identified several areas and will produce sustainable and ongoing increase in enrollments. It is vital that the East Kern team, including the campus manager be increased to a 12 months so that there is appropriate oversight, and that momentum and projects are not stopped during the month of July. East Kern outreach occurring in July is vital for growth and recruitment in East Kern. The campus manager would be able to manage these outreach opportunities, manage concurrent enrollment, along with managing staff and on-ground classes (fall, spring and summer) running during the academic year. Prison enrollment and student inquiry groups would also be focused on during the month of July so that feedback and be received prior to a new academic year.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- Campus Manger East Kern – 40 hour position/ 11 months

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

Department Assistant II Tehachapi- Increase to 12 Months

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

35.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. If this position is not increased to 12 months, enrollment will be inhibited, along with the ability to provide a robust summer school program, thus affecting growth, enrollment, and overall student support and success. Also, our newly developing prison program(s) will be impacted if there is no support staff to provide vital assistance in the areas of academic and student services process. With the increase growth of East Kern, and the projected growth of East Kern, this one month increase request is sustainable and eliminates the need to hire an additional position.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- The Department Assistant II is accomplishing the tasks associated with this position for only 11 months.

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

Educational Advisor EK - Increase to 12 Months/40 hours per week

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

46.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$87,318.83 (Salary + benefits)

Justification:

This information was provided by the Counseling AUP:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. If this position hours are not increased, there is a potential that the areas of outreach and recruitment will not be able to get the full attention required, thus affecting growth, enrollment, and overall student support. Additional advising support is needed for the students at the Tehachapi and Cal City prisons as well.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- East Kern Ed Advisor – 32 hour position and assistance from IWV staff and KRV part-time counselor (for the prisons)

Please note: East Kern/Tehachapi College Center is requesting that all employees at these sites be increased to 12 months. These increases will promote our ability to continue to grow and expand in the East Kern/Tehachapi areas (refer back to East Kern's Strategic Initiative #1, CCCC Mission, Vision, and Strategic Goals of Access, Student Success, and Community Relations, and Organizational Effectiveness).

Learning Assistance Center (LAC) Technician - Increase KRV's LAC Tech to 40 hours per week/10 months

Location:

EKC Edwards/Cal City, EKC Tehachapi, Kern River Valley

Salary Grade:

38.0

Number of Months:

10

Number of Hours per Week:

40

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff at the Tehachapi site location who meet the qualifications required to perform these duties. The Learning Assistance Center at the Tehachapi site is being planned and created at this time.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Without staff, the site will not be able to begin a Learning Assistance Center (LAC) and service the tutoring needs of the students. Increasing the LAC Technician FTE (changing position to 40 hours/10 months) will enhance student services support, and

provide additional support needed for tutoring recruitment, outreach, and supervision. This additional 10 hour increase will be cost effective by eliminating the need to hire an additional position.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- The KRV Learning Assistance Center Technician is assisting with tasks associated with tutoring recruitment process. It is not being accomplished by any current position at the Tehachapi site.

Prison and Dual Enrollment EK Program Manager

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

D

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

This individual will manage and continue to grow the two prison programs, dual enrollment, and adult education partnerships.

Explain why the work of this position cannot be assigned to current staff.

- Director of East Kern is currently handling the management of the tasks associated with the prison along with program planning, development, implementation, and evaluation.

Describe the impact on the college if the position is not filled.

- The Director of East Kern needs assistance with the management of tasks so that full attention can be given to prison, dual enrollment and adult education partnership growth and expansion in the areas of program planning, development, implementation and evaluation.

In regards to the prisons that CCCC serves, Cal City Prison has one level two/yard. Tehachapi prison has four level/yards, which can be seen as four separate prison educational program opportunities.

Projected California City Prison Fall 2017/Spring 2018 (Inmates)

| | | |
|---------|---------------|--------------------------------------|
| Level 2 | 10-12 courses | 400 to 480 enrollments (seats taken) |
|---------|---------------|--------------------------------------|

Projected Tehachapi Prison Fall 2017/Spring 2018 (Inmates)

| <u>Level/Yard</u> | <u>Courses</u> | <u>Potential Enrollment</u> |
|-------------------|----------------|-----------------------------|
| Level 1 | 4-6 courses | 140 to 210 enrollments |
| Level 2 | 4-6 courses | 140 to 210 enrollments |

| | | |
|---------|-------------|-----------------------|
| Level 3 | 2-4 courses | 70 to 140 enrollments |
| Level 4 | 1-2 courses | 35 to 70 enrollments |

These course offerings have a potential to grow based on classroom space. The goal is to offer 10-12 classes at each level/yard in Tehachapi. This would give us a potential of 1200 enrollments per semester. Managing the tasks of technically 5 prison yards is going to require a dedicated program manager. Also, this program manager will provide additional support needed for outreach, enrollment and recruitment, and will be cost effective and sustainable based on growth in the East Kern area. The program manager will also be able to focus on student equity within the prison population. They "will develop and implement outreach plans specific to gap populations (Activity A.2)" (as per the CCCC Student Equity Plan 2015) and "will conduct a college inquiry group on course completion strategies for students in ethnic gap groups. (Activity B.1)" (as per the CCCC Student Equity Plan 2015).

The East Kern site currently manages the largest dual enrollment program at CCCC. During the fall 2016 semester, East Kern currently has 400 dual enrollment students. In regards to dual enrollment, the program manager will be able to manage and coordinate dual enrollment activities, outreach and student services for our rural high school students in East Kern/KRV, along with manage dual enrollment programs between the college and local East Kern/KRV high schools. This position will also assisting with the planning, develop, and supervise activities to improve all aspects of dual enrollment. The program manager will coordinate and monitor campus based research related to dual enrollment. In regards to adult education, the program manager will complete the above tasks.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- The Director of East Kern is having to manage the tasks of the prison and dual enrollment programs, which is hindering the ability to venture into new growth opportunities in the Tehachapi area.

Admissions and Records Assistant EK - Part-time

Location:

EKC Edwards/Cai City, EKC Tehachapi, Kern River Valley

Salary Grade:

32.5

Number of Months:

12

Number of Hours per Week:

19

Salary Amount:

Justification:

Explain why the work of this position cannot be assigned to current staff.

- There are no other staff in these locations who meet the qualifications required to perform these duties.

Describe the impact on the college if the position is not filled.

- In terms of students served, the East Kern campus has become the second largest physical campus at the college (after the main campus) due in large part to the outreach, recruitment, and development of relationships in Tehachapi. Without staff having A&R clerk functions, this places a large burden on Ridgecrest's A&R staff in the areas of our special populations (i.e. prison students, dual/concurrent enrollment, and Adult Education). Having one individual completing the function of an A&R

clerk will ensure the work is completed in a timely and accurate manner, and students can be served in the area that they reside in. This individual would be assigned at the Edwards AFB site, so when A&R duties have slowed down, they could also provide coverage and student services assistance to students (answering phones, scheduling, etc.). This position will also be cost effective by eliminating the need to hire an additional position at Edwards AFB site.

Is a temporary employee currently performing the work of this position? (Y/N) - NO

How is the work assigned to this position presently accomplished?

- KRV site staff, along with Tehachapi's Department Assistant II is assisting with basic duties in regards to special population enrollments. Ridgecrest A&R is also assisting with key A&R functions that this position being requested would be handling.