

# East Kern College Center Department

## ASP for Academic Year 2023-2024

November 2022

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## Description Of Section

### Connection to College Mission

#### **East Kern Center:**

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 mainly online 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.

The Tehachapi campus offers the Cerro Coso IGETC, CSU Certification, and local pathways, as well as associate degrees in Liberal Arts: Arts and Humanities and Liberal Arts: Social and Behavioral Sciences.

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 Emergency Medical Technician certificate offered 100% on-ground and Industrial Technology courses in the area of Welding. Most recently the Tehachapi campus is now offering a POST certified modular police academy where students can earn college credits that can be applied toward a degree. Students and recruits who complete programs at our academy will be eligible to apply for a variety of law enforcement careers such as a police officer, deputy, reserve, probation, or parole officer and more.

In a non-traditional college setting, East Kern has a state-wide recognized face-to-face Incarcerated Student Education Program (ISEP). East Kern offers a variety of degree pathway college courses at the California City Correctional Facility (CAC) and at the California Correctional Institution (CCI -Tehachapi). Both California City Correctional Facility (CAC) and California Correctional Institution face-to-face college program offers students access and opportunity to earn an AS-T and AA-T through IGETC and degree pathways, as well as an associate degree in Liberal Arts: Social and Behavioral Sciences and Humanities.

East Kern also has the most robust CCCC dual enrollment program/course offerings at service high schools where these offerings continue to grow and expand every year.

#### **Kern River Valley:**

Another office location that falls under East Kern's umbrella is the Kern River Valley site. The Kern River Valley (KRV) campus serves the rural communities of Lake Isabella, Wofford Heights, Kernville, Bodfish, Weldon and Onyx from an office location located in the town of Lake Isabella. In support of the College's mission, KRV provides distance education support in the areas of general, transfer, and career technical education programs to ensure that all students are adequately served.

#### **East Kern and Kern River Valley:**

All sites in the East Kern (South Kern) region offer comprehensive support services on-ground that assist with supporting the institution's instructional programs and overall, College mission. These services include the following: Library, Learning Assistance Center, Counseling, Access Programs, Admissions and Records, and financial aid accessibility. All other student services are provided online or via the IWV campus.

Overall, the East Kern campuses embrace and are committed to serving the diverse socioeconomic population of students who reside in the surrounding rural communities by providing outstanding educational, career technical, dual enrollment, prison education and distance education programs, along with facilitating student success through comprehensive supportive

services. This ongoing commitment strives to meet our students' and community's educational and training needs that are in connection with Cerro Coso Community College's primary mission.

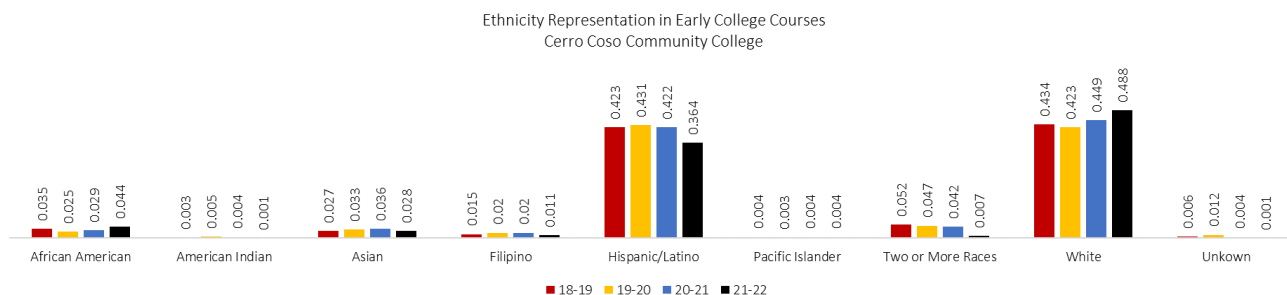
## Review And Planning

### Performance and Equity Gaps Still to be Addressed

Evidence supports the idea that achieving academic success helps individuals build and maintain wealth and opportunity. It is the job of all higher education institutions to ensure that students from all backgrounds have equal access but specifically for those disadvantaged groups that they are provided additional tools and resources they need to succeed.

This section plan will look at the 2021-2022 equity gaps in early college participation at Cerro Coso Community College due to the connection of 2023-2024 section plan initiatives.

Below shows ethnicity representation in Early College courses at Cerro Coso Community College.



In regards to enrolled students, in 2021-2022 White (49%) and Hispanic (36%) ethnicities are the primary high school student population that we are currently serving. The data shows us that we need to be doing a better job on recruiting and assisting students that are African American (4%) students.

Below is a detailed look at our African American special admit high school students at each high school specifically to give us a better understanding (2021 data).

H / S	DE Count	DE%	HS Count	HS%	Count Gap	% Gap
Bishop H/S	0	0.0%	7	1.1%	0	-1.1%
Boron H/S	0	0.0%	20	8.1%	-2	-8.1%
Burroughs H/S	2	2.2%	72	4.8%	-2	-2.6%
Cal City H/S	19	14.7%	171	30.6%	-21	-15.9%
Desert H/S	6	10.0%	40	8.1%	1	1.9%
Mammoth H/S	0	0.0%	0	0	1	0.7%
Mojave H/S	1	5.3%	98	25.9%	-4	-20.7%

Tehachapi H/S	2	1.1%	17	1.4%	-1	-0.3%
Trona H/S	1	9.1%	14	11.0%	0	-1.9%
<b>Grand Total</b>	<b>31</b>	<b>4.4%</b>	<b>439</b>	<b>8.0%</b>	<b>-25</b>	<b>-3.6%</b>

Strategies:

Focused strategies to decrease the enrollment gaps with African American high school students will include actions taken in the areas of logistics (i.e. admission/enrollment process), communication (techniques) and financial assistance (overcoming financial barriers).

## Last Year's Initiatives

### Incarcerated Student Education Program (ISEP) – Comprehensive Staffing Plan

This initiative was successfully completed. The Incarcerated Student Education Program (ISEP) now is a separate department that employs a Program Director, Program Technician and Department Assistant II. As the program continues to grow staffing will continue to be a need in order to maintain growth and sustainability.

### Kern River Valley (KRV) Campus Transition – Distance Education/Adult Education Prep Focus

KRV focused and created a visible and accessible space that currently draws current and potential students to learn about, apply and enroll in CCCC online programs and courses. The space that has been created to provide academic and student services support student learning and success.

### Collaborative Leadership (East Kern/Kern River Valley)

Collaborative leadership is a management practice that aims to bring administration and staff/faculty out of silos to work together. In collaborative workplaces, information is shared organically, team building, and trust occurs, and everyone takes responsibility for the whole. EK administration (specifically the Director of East Kern) targeted the 2020-2021 initiative of "Workplace Well-being and was able to make specific individual and group connections in-person. This initiative was successfully completed and overall provided a positive experience for all staff and administration.

## Initiatives for Next Academic Year

### Early College Program – Department Creation & Comprehensive Staffing Plan

Is this part of a multiyear initiative?

Yes

#### Specific Action Steps to be Taken:

Cerro Coso Community College Early College program requires support to meet the goals of the College and District. Data reveals that the Early College population is connected and engrained into our Cerro Coso Community College culture. It continues to grow and provide vital educational for special admit K-12 students along with greatly supporting the College's fiscal needs.

With the creation of a stand-alone college-wide Early College department requires a comprehensive staffing plan. We are defining Early College as dual enrollment and concurrent enrollment.

Early College is a program that is fully supported by both KCCD and the College. This support comes with an expectation of

growth and long-term sustainability. Specifically, within the Cerro Coso Community College's Enrollment, Student Success with Equity Targets and Tactics document (dated June 30, 2022), the document focuses tactics that reverse enrollment declines by focusing on specific enrollment populations, one being our Early College student population.

This initiative supports a creation of a college-wide department and identifies the initial composition of this stand-alone department. As time and growth occurs, please note that this composition will need to have additions made as any successful program does.

Below is data that provides the reader with a clear picture of Early College FTES over the past five years:

FTES

	2017	2018	2019	2020	2021	2022
BC	825	953	1276	1784	1710	2541
<b>CC</b>	<b>189</b>	<b>252</b>	<b>312</b>	<b>317</b>	<b>325</b>	<b>317</b>
PC	125	118	145	218	292	306

### **Staffing Request**

During the past ten years, the job duties that directly connect with growth of our college-wide Early College program were completed by one person/position with varied support from other college-wide positions that are not directly connected to early college areas.

Below are positions being requested to support department growth and sustainability. More details about position requests (i.e., justification and job duties) are written in the position request section of the EK section plan. **To keep fiscal impacts at a minimum** and to strategically use current staffing resources that are already in place, the proposed staffing plan includes changing/reclassifying/reassigning and solidifying current positions that are currently assisting with the day-to-day operations of our Early College program.

Cerro Coso Community College, East Kern is extremely resourceful when using current staff at the East Kern/KRV sites to meet the needs of the programs. As the reader will see in the below staffing plan request, the plan incorporates that model. ALL below positions are currently funding/benefited and only will require a small increase in funding due to the reclassification or reassigning time. Based on FTES brought into the college from the Early College program, the cost of positions (changing) is extremely minimal and should be very easily covered by that funding stream.

### **Position Requests:**

**Director, Early College** - 12 Month Position (formerly Dual Enrollment Campus Manager - reclassification)

**Program Coordinator, EK & Early College** - 12 Month (formerly EK/KRV LAC Technician - reclassification)

**Faculty Coordinator, Early College** - 12-month (Reassigned time - .1 load)

**Department Assistant III, East Kern** - 12-month (not a new position request only title change and one month added to current position)

**Educational Advisor, Outreach & Early College** - 12 month (EK supports this position that is listed in the Counseling & Outreach AUP)

### **Early Observational Data, or "Lead" Measure(s):**

Gathering FTES data during 2023-2024

### **Does the department request help developing these instruments?**

Yes

### **Institutional Performance Data, or "Lag" Measure(s):**

Data showing position that were approved and started new fiscal year 2023-2024.

**Person Responsible:**

Lisa Stephens (Director of East Kern)

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

**Returning the Community to our Community College (Tehachapi Campus)**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

As challenging as COVID-19 has been for all students and our college, creating and maintaining partnerships with our communities we serve will be the most important relationships needed in this pursuit. Our communities appear to be eager and ready to engage and bring back, "the community to community college". The first step that has been identified to begin this process is offer enrichment opportunities and events as we once did in the past.

**Exploration:** The Tehachapi campus team will be focusing on bringing the community, current and new students back to the campus by exploring different types of on campus enrichment opportunities that draws, connects and engages both students and the community. We will look at what are other colleges are doing to see if we duplicate those activities at the East Kern campuses. Some initial thoughts in this area would be creating robust community education courses, non-credit course/certificate programs, hosting cultural events, speaker's forums, offering and celebrating diverse focused events and activities that inspire the desire for higher education.

**Planning/Creation:** This phase will take the entire effort of all team members at the East Kern campus locations. Brainstorming, input, data, and feedback will be taking place to produce goals, ideas and a plan to implement the activities and events. The idea of creating a monthly college event calendar for the community will be discussed/planned. Recruitment of community education partners will also take place at this time.

**Implementation:** Multiple enrichment opportunities will take place each semester. We will try to create the college as a community and cultural hub within Tehachapi/East Kern.

**Evaluation:** Continuous evaluation and quality improvement must occur. This step will determine success on what to repeat or to change to meet our standard of success (which will be determined by the Tehachapi team).

**Early Observational Data, or "Lead" Measure(s):**

Produce 2-3 enrichment activities to implement at the Tehachapi campus via community education or events by December 2023.

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

To begin with we will implement at least 1-2 enrichment activities during the spring 2024 semester and continue this and more in future semesters.

**Person Responsible:**

Lisa Stephens (Director of East Kern) & Tehachapi Campus Team Members

**Unit gap or institutional goals addressed:**

It addresses a gap in student equity, It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal, It addresses an Educational Master Plan direction

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## Resource Needs

### Facilities

**Tehachapi Campus:**

Tehachapi has the potential to be the same size as the main campus based on population and future growth (see data below).

**Background:** Instability - Cerro Coso's lease with Tehachapi Unified School District is up on June 30, 2025. A decision will need to be made on what the Tehachapi campus will look like regarding facilities and what programmatic areas will be offered.

**Request:** East Kern supports the creation of a campus, specifically a Career Technical Education campus that provides the community of Tehachapi and East Kern with an independent location. The conversation about this very topic is being conducted with KCCD, the college and stakeholders in the community and we look forward to what the outcome/decision will be.

- **Population Data: Ridgecrest: 34,671**
  - Data retrieved from <https://www.bestplaces.net/people/zip-code/california/ridgecrest/93555>
    - **Burroughs High School – 1505 students** (9-12th grade)
      - Data retrieved from <https://www.publicschoolreview.com/burroughs-high-school-profile/93555>
- **Population Data: Tehachapi: 33,409** (including all housing zip codes – not just the City of Tehachapi)
  - Data retrieved from <https://www.bestplaces.net/people/zip-code/california/teachapi/93561>
    - **Tehachapi High School – 1187** (9-12th grade)
      - Data retrieved from <https://www.publicschoolreview.com/teachapi-high-school-profile>

**Tehachapi Campus Office Furniture:**

Two counseling employees are in need additional storage space for their cubicle office. Three full-time employees and one-part time employee are all sharing the same space literally in one classroom area. Storage is a true need not just a want. When the office furniture was purchased during the 2021-2022 academic year a cubicle wall storage locker was not included or budgeted.

*Note: This request came about after the 2023-2024 Maintenance & Operations AUP was submitted; therefore, we are requesting a one-time purchase and the funding to be placed in the East Kern budget for the purchase. We will work with M& when approved.*

Amount Requested: \$2000.00

### Information Technology

Any requests will be placed in the Information Technology AUP.

### Marketing

This request is a repeat from the 2022-2023 section plan. If this is occurring, please disregard request.

Marketing/publicity consultation, planning and implementation is a need to be able to reach potential students within the East Kern communities.

- **Population Data: Ridgecrest: 34,671**

- Data retrieved from <https://www.bestplaces.net/people/zip-code/california/ridgecrest/93555>
  - **Burroughs High School – 1505 students** (9-12th grade)
    - Data retrieved from <https://www.publicschoolreview.com/burroughs-high-school-profile/93555>
- **Population Data: Tehachapi: 33,409** (including all housing zip codes – not just the City of Tehachapi)
  - Data retrieved from <https://www.bestplaces.net/people/zip-code/california/tehachapi/93561>
    - **Tehachapi High School – 1187** (9-12th grade)
      - Data retrieved from <https://www.publicschoolreview.com/tehachapi-high-school-profile>

A comprehensive targeted plan is being requested. If this request is too large for current staff, a marketing consultant is being requested. Unknown cost associated with this request.

#### **Specific Targeted Campus Request:**

##### ***Facebook Advertising:***

Please Note: This is a yearly need/request – this request amount is higher than years prior.

With the approval and assistance of Cerro Coso Community College's dedication Public Relations and Marketing Director, the Tehachapi campus was able to create and implement a very successful Tehachapi Facebook page. We are requesting funding for Facebook ads that will reach diverse audiences along with new and returning students. This supports enrollment management and access at all East Kern campus/site locations.

Amount requested (annual): \$2400.00

## **Professional Development**

Management/Faculty Leadership Development:

#### Annual Request:

Professional development and conference attendance promotes employee continuous quality improvement. Attendance in the trainings and conferences play a supportive role promoting employee morale and growth. Professional development opportunities also provide employees an outlet to learn about ideas that can be used to support students and the College by providing an outlet to think, create and innovate.

1. Dual Enrollment Manager - Attend ACCCA conference in 2024 and/or the National Alliance of Concurrent Enrollment Partnerships (NACEP) conference (typically out of state). Amount requested is \$1500.00.
2. Director of East Kern to attend the ACCCA conference. Amount requested is \$1500.00.

This request is connected to the climate survey of employee morale and professional development.

## Other Needs

#### EK Site(s) Request:

East Kern is requesting that the sites go to a 4-10 schedule to mirror the ESCC satellite campuses. This will make all satellite sites uniformed. Also, for the past 2 1/2 years during COVID, the EK campuses have been closed on Fridays. The community and students have been supportive and there is still very little to no traffic on Fridays at the campus.

#### Positives:

- Gains in productivity with less employees
  - Campus opened longer
  - EK Sites have extremely limited full-time classified staff (1- DA II; 1- Ed Advisor)
- Decreased overhead costs
- Employee Well-Being
  - Reduces employees weekly commuting time
    - Note over 80% of employees commute to the Tehachapi Campus
  - Higher job satisfaction
  - More time with family and less childcare needs

#### Supervision Request:

*Repeat request from 2022-2023 section plan:*

East Kern is requesting executive administration to review the organizational chart in the area and make the following change:

- ISEP Director to be supervised by the VP of Academic Affairs based on the position directing and overseeing "prison campuses/sites". A dotted line can also go to the Director of East Kern regarding EK facilities and items associated with the EK campuses.

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## Staffing Requests Not Already Listed In Unit Plans

### 1000 Category - Certificated Positions

#### Reassigned Time – Early College Education Faculty Coordinator (.1 load total)

##### Location:

EKC Edwards/Cal City, EKC Tehachapi, ESCC Bishop, ESCC Mammoth Lakes, Kern River Valley, Ridgecrest/IWV

##### Justification:

This request is to ask for reassigning a .1 load for one full-time faculty member to dedicate, focus on and assist ALL high school dual enrollment faculty throughout all service areas each academic year.

Even though there are current full-time faculty mentor stipends available to compensate faculty for mentorship, these stipends



are only one-time use (limited number of hours) for new dual enrollment faculty only. This stipulation creates limited faculty assistance, limited faculty interaction abilities and the inability for continues quality improvement. Other limits identified regarding the current faculty mentor stipend include the challenge of finding faculty to volunteer/participate in all disciplines, only supports new dual enrollment high school faculty their first semester for a few hours and having no one specific faculty contact to support continues academic needs.

If the college would like to see a successful Early College program grow, remain sustainable, having ongoing faculty support and in the future potentially get accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) defined faculty presence and coordination is required.

The Early College Education Faculty Coordinator will assist with planning, analysis, identification of gaps, faculty support, and overall program review/evaluations.

The reassigned time request targets our college's commitment to ACCJC standards (III and IV), targets "continuous" quality program improvement and strengthens the connection to college mission with students and dual enrollment faculty by directly addressing Strategic Goal 3, Obj 1, 2, and 3.

Below are a few identified responsibilities of the coordinator reassigned time:

Will be identified as the ONE faculty contact and college connection for all high school dual enrollment faculty participating in the Early College Program.

1. Establishes a connection and communicator between the Early College
2. Program and Faculty Chairs/Academic Senate
3. Onboarding assistance
4. Training and Professional Development
5. Dual Enrollment adjunct coordination and syllabi review
6. Course instructional design assistance
7. Provide mentorship for new adjunct or new-to-prison faculty
8. Remain up to date and implement appropriate changes in law and policy that impact Early College Programs

## 2000 Category - Classified Staff

### Department Assistant II (part-time)

**Location:**

EKC Edwards/Cal City

**Salary Grade:**

Range 35.0

**Number of Months:**

11 months

**Number of Hours per Week:**

19

**Salary Amount:**

**Justification:**

Edward AFB Center offers courses targeting military personnel specifically in the areas that the Community College of the Air Force (CCAF) cannot offer. The hope is that there will be new and upcoming robust Career Technical Education (CTE) program opportunities that can be offered to this student population.

Edwards AFB requires consistent staff presence to not only physically keep the doors open but to have assistance with taking

advantage of having a physical presence/office on a military base. Currently only one employee works at this office site and splits time at the Tehachapi campus along with having other duties that limits their time in the office. The need for permanent staff at the Edwards AFB office is also an ongoing request of the base administration.

East Kern is requesting a 19-hour Department Assistant II position to be housed at Edwards AFB site. This position will be responsible for clerical duties associated with this office as well as assisting with duties related to counseling when they are present. The position will provide a clear and consistent presence at the office which will be helpful in creating relationships and assisting with enrollment management. Other duties can include (but not limited too) attending newcomer's briefings, creating base wide promotional activities, promote courses offered at the base, assist with education drives, etc

## **Director, Early College (Reclassification)**

### **Location:**

EKC Edwards/Cal City, EKC Tehachapi

### **Salary Grade:**

Grade H

### **Number of Months:**

12

### **Number of Hours per Week:**

40

### **Salary Amount:**

### **Justification:**

This position request connects with the 2023-2024 East Kern Section Plan Initiate #1 - Early College Program – Department Creation & Comprehensive Staffing Plan. This Educational Administrator position will serve ALL service areas of the college but will be physically housed in East Kern/Edwards AFB/Tehachapi.

This is a reclassification request from the currently funded Dual Enrollment Campus Manager changing to a Director, Early College.

With the creation of a stand-alone Early College department comes the need of a leader and Educational Administrator to oversee the daily duties and operations of the Early College program throughout all college service areas.

This position will also connect to our sister college's program leadership in their Early College program. Once the position is created all colleges will then be consistent and uniformed in regards to Early College department leadership.

Early College is a program that is being pushed and supported districtwide by KCCD. There is an expectation of program growth and long-term sustainability. Specifically, within the Cerro Coso Community College's Enrollment, Student Success with Equity Targets and Tactics document (dated June 30, 2022), the document focuses tactics that reverse enrollment declines by focusing on specific enrollment populations, one being our Early College student population.

### **Expectations:**

The Director of Early College will provide vision and expertise for Cerro Coso Community College is growing Early College program. This program includes dual enrollment programs, concurrent enrollment programs, dual enrollment Adult Education opportunities, and course articulation agreements throughout the entire college service area. The Director of Early College will develop, implement, and evaluate a college-wide plan that include pre-collegiate student success programming; academic and student success pipeline programs; recruitment and communication materials; and having a presence at schools and community organizations. The Director of Early College shall develop and facilitate efforts of the college that include participation in special events and college fairs; providing pre-collegiate programs and services (including as on-site enrollment assistance at local high schools and community agencies); organizing special registration events and developing a sustainable

department serving the K-12 special admit population.

Representative Duties (but not limited to):

1. Create successful Early College partnerships that are supported by strong coordination, communication, and collaboration.
2. Develops, schedules, and coordinates all K-12 efforts conducted by the college. Schedules and coordinates: "Going to College" activities with other local colleges and participation in college fairs, and special events in collaboration with appropriate College departments.
3. Establishes and maintains relationships with the local independent school districts and community partners; develops relationships within and outside the college to develop and sustain student recruitment and outreach partnerships.
4. Works with the administrators, teachers and counselors at schools all Cerro Coso Community College services areas in Kern County, collaborative units at the College, student organizations and departments to improve the quality of academic and diversity efforts and to deepen stakeholder partnerships across sectors.
5. Develops and manages possible learning support programs, enrollment, etc. at local high schools or community agencies. Maintains a system and database for tracking prospective students beginning at the initial contact, through follow-up, until enrollment.
6. Develops and manages recruitment efforts with student services and academic departments. Assist with the planning and implementation of recruitment strategies to meet the College's enrollment goals. Travel to attend college fairs and other recruitment events; assist in planning receptions; implement an effective communication plan to attract students; follow up with inquires, applicants, and admits to improve yield, conduct effective presentations and workshops; interpret existing policies and procedures and apply them for appropriate course of action.
7. Produces comprehensive reports, summaries and evaluations related to Early College.
8. In collaboration with appropriate College departments, creates, develops and distributes appropriate recruitment materials and other materials to communicate with potential students, motivate them to attend college and encourage college preparation activities.
9. Establish targeted recruitment possibilities by creating equity-driven recruitment and enrollment efforts for special or under-served populations, including migrant populations, veterans, etc.
10. Trains and supervises the work of staff and students.
11. Assists in formulating operational plans and budgets; administers approved budget.
12. Performs related duties as assigned.

## **Program Coordinator, East Kern (Reclassification)**

### **Location:**

EKC Tehachapi, Kern River Valley

### **Salary Grade:**

42.5

### **Number of Months:**

12

### **Number of Hours per Week:**

40

### **Salary Amount:**

### **Justification:**

This position request connects with the 2023-2024 East Kern Section Plan Initiate #1 - Early College Program – Department Creation & Comprehensive Staffing Plan.

Please note that the both the Learning Center and Library AUPs support this position.

Under the general direction of the Director of East Kern, the position of East Kern/KRV Learning Assistance Center (LAC) Technician currently exists and is a fully funded as a 40 hour per week 11-month position. The position provides 30 hours of

LAC duties and 10 hours of ISEP supportive duties in the area of LAC along with other duties as needed (i.e. assisting with the Early College program in the locations of KRV, Bakersfield and EK and with the newly formed dualenroll.com platform duties).

We are requesting the reclassification of the current East Kern/KRV LAC Technician to the position of Program Coordinator, East Kern using funding that is currently being provided for the EK/KRV LAC Technician position. Note we are also requesting to change this position from an 11- month to a 12-month position based on workload and need.

This newly designed position will have the current employee continue to support and serve the East Kern Campus and LAC & LRC programmatic needs at the Tehachapi and Kern River Valley campus/sites along with supporting the programmatic needs of the Early College program in ALL service area high school locations except for ESCC. ESCC will be requesting a mirrored position in their section plan to handle ESCC programmatic needs of LAC/LRC, Early College, etc.

Below are some job duties for the Program Coordinator, (but not limited to):

20 hours per week:

- All current East Kern/KRV/ISEP LAC Technician responsibilities
- LRC program supportive duties

20 hours per week:

- Coordinate the administration of the Early College program throughout CCCC service areas (excluding ESCC\*); initiate and coordinate activities designed to achieve departmental/program goals.
- Coordinate and assist with dualenroll.com program/platform functions.
- Develop and coordinate orientations, seminars, outreach events and workshops designed to familiarize students with high educational and career opportunities.
- Assist in coordinating a public information and relations program to familiarize students with the services and programs at the College; develop and coordinate community outreach activities.
- Constantly monitoring K-12 student progress and perform follow-up surveys on programs, courses and student success.
- Advise and assist students with enrollment procedures, including dualenroll.com; promote student retention through support, encouragement and guidance; participate in coordinating programs with outside participating agencies.
- Advise and assist students in need with obtaining student services from campus and/or community resources through referral to these offices or agencies; support internship programs as assigned.

Early College enrollment is growing and will continue to grow. The below data shows annual dual enrollment enrollments and annual concurrent enrollment enrollments for the past that also shows the reader a picture of support staff need through the lens of data.

Annual Dual Enrollment "Enrollment Numbers":

2013-14: 144  
2014-15: 45  
2015-16: 269  
2016-17: 755  
2017-18: 1313  
2018-19: 1924  
2019-20: 1763  
2020-21: 1512  
2021-22: 1455  
2022-23: 1856 (projected)

Annual Concurrent Enrollment "Enrollment Numbers":

2013-14: 371  
2014-15: 459  
2015-16: 722  
2016-17: 770  
2017-18: 829  
2018-19: 1131  
2019-20: 1345  
2020-21: 1431  
2021-22: 1441

## **Education Advisor, Early College and Outreach**

**Location:**

No Location Specified

**Salary Grade:**

46.5

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:****Justification:**

This position is taken from the 2023-2024 COUNSELING AUP. East Kern fully supports this request.

In connection with the 2023-2024 Early College Program – Department Creation & Comprehensive Staffing Plan Initiative #1, the position request of an Early College and Outreach Education Advisor/Coordinator will fulfill the outreach and student services need specifically for new and returning K-12 students along with all other student groups. It is a missing piece that will provide solid and strong sustainable structure/program by assisting with strategies to improve access and outcomes.

This position will be responsible for a full range of outreach and educational counseling advising services with individuals and groups throughout all service areas that Cerro Coso Community College serves.

Justification - address at least the following questions:

1. Explain why the work of this position cannot be assigned to current staff.
2. Describe the impact on the college if the position is not filled.
3. Is a temporary employee currently performing the work of this position? (Y/N)
4. How is the work assigned to this position presently accomplished?

This work is currently assigned to multiple positions at multiple sites. Due to growth of the Early College program and the need for focused and targeted community outreach at the sites and for online, there is a need for a dedicated position.

This position will enable Counseling/Outreach to have additional presence in the community and during outreach activities in an advising capacity. This advisor would advise students for the Early College program at their local schools on academic and career planning. While the Counseling does this throughout the year, it is in a limited capacity on specific days during the month or year.

Educational Advisors, Counselors, and other staff at the various sites participate in outreach activities throughout the year. The Counseling department attends these activities but there are additional opportunities for outreach which could be filled by this position. For example, in East Kern, the counselor and advisor will go to local high schools a couple times per month to meet with current students, but this has been limited to the largest schools and limited time due to other commitments. At ESCC, high school and community outreach to partners like OVCD could be expanded with additional support. With expansion of the Early College program and other outreach activities, it would be beneficial to meet students where they are at more often in more venues. The needs of students are for someone who can provide information from the point of application to graduation and transfer.

**Job Duties**

1. Provides paraprofessional advising services to prospective and current students including Early College students. Advises students in multiple modalities including in-person at multiple sites, community, online, and by phone.
2. This position will travel to different sites and communities on a coordinated schedule with outreach and counseling.
3. Provides guidance in the onboarding, enrollment, scheduling, and overall matriculation process.
4. Provides information to students on degrees/certifications, programs, transfer, education planning, career searches, and graduation.

5. Directs students to information and resources such as financial aid, college policies, and support services.
6. Conducts orientations, workshops, and other presentations for prospective and current students and community partners.
7. Develop, design, and participates in outreach activities for targeted populations at Cerro Coso and in the Early College program.
8. Utilize existing technology and participate in the implementation of new technologies to support students.
9. Collaborate in activities with the K-12 system to develop pathways, meet A-G requirements, and build education plans.