



Describe Department/Unit

Connection to College Mission

The Admissions & Records office at Cerro Coso Community College supports the college's mission by guiding students through each step of their academic journey. We are dedicated to maintaining fair and accessible admissions processes, accurate and reliable student records, and responsive support services to help students reach their educational goals. Our commitment is to ensure that every student, regardless of background or circumstance, can benefit from the opportunities offered at Cerro Coso. By fostering equity, clarity, and comprehensive assistance, we strive to empower students and strengthen the diverse rural communities of the Eastern Sierra.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

Actions Taken

During the 2024-2025 academic year, Admissions & Records (A&R) advanced multiple institutional initiatives while maintaining essential daily operations. Our work focused on strengthening security, improving accessibility, and closing equity gaps through inclusive service and streamlined processes.

Launches and Security Enhancements

Fraud mitigation remains a key focus for A&R as fraudulent applications continue to evolve. Since Summer 2024, A&R has verified the identities of over 1,050 students, supporting individuals who opted out of identity verification or whose accounts were placed on hold. We have met students where they are by offering flexible verification options such as Zoom sessions through Ocelot, in-person verification, support at outreach events, and assistance for students without

government-issued IDs, including direct connections to ID.me. These efforts ensure equitable access to enrollment for all legitimate students, particularly those facing documentation barriers.

A&R also led the successful implementation of Okta Multi-Factor Authentication (MFA) for Cerro Coso, enhancing account security for students and employees. The team hosted multiple webinars and trainings to ensure staff and student readiness. Additionally, A&R played a leading role in launching the new InsideCC portal using Ellucian Experience as part of the Banner SaaS implementation. Throughout the implementation, A&R supported students, faculty, and staff through training sessions, Flex sessions, and lunch and learn events. These launches promote equitable access to technology by ensuring that all users have the training and support needed to navigate new systems.

Finally, A&R successfully launched the Non-Credit CCCApply application, expanding access for students seeking short-term and non-credit educational opportunities through a simplified application process.

Automation and Streamlined Processes

To increase efficiency and student support, A&R implemented new transcript automation with Parchment and participated as a beta partner for the CVC Course Exchange transcript automation project. This new process reduces processing time and frees staff to focus on direct student assistance.

In collaboration with Financial Aid, A&R streamlined the AB540 residency process in alignment with new state legislation. By integrating data from the California Dream Act Application (CADAA), A&R can now automatically update a student's residency status to AB540 without requiring additional paperwork, thereby saving students time, stress, and potentially thousands of dollars in nonresident tuition. This automation directly advances equity by removing procedural barriers for undocumented and immigrant students.

Legislative and Reporting Updates

A&R worked closely with district partners to align with updated Department of Veterans Affairs Principles of Excellence legislation, including the forthcoming military absence process. This process

empowers service members to determine how they wish to manage their courses during short- or long-term military absence due to being called to duty or deployment, reinforcing student choice and academic flexibility. KCCD has emerged as a leader in this work, developing clear, student-centered procedures at a time when many colleges are still determining how to implement similar processes without creating additional barriers for military-connected students.

Additionally, A&R, along with other special programs and departments, has been developing reporting structures for the Vision Aligned Reporting (VAR) framework introduced by the CCCCO. Our initial focus has been on Veterans program reporting, with data-tracking strategies developed in 2024-2025 that will be implemented in 2025-2026 to better demonstrate our impact on student success and equity outcomes.

Student Services and Program Support

A&R continues to play a vital role in supporting diverse student populations and programs:

- Successfully completed a VA Compliance Audit with zero findings and high commendations for accuracy and service quality.
- Provided tailored support for Spanish Child Development cohorts, Middle College, Early College, and Rising Scholars programs. This includes translating forms into Spanish, producing over 900 transcripts for incarcerated students at Tehachapi, and delivering on-site or direct admissions support.
- Advanced digital equity by continuing to transition to paperless workflows and updating Dynamic Forms to be more accessible for students.

As A&R enters the 2025-2026 academic year, efforts will focus on implementing improved identity verification tools, expanding automation, and continuing to evaluate technology and communication practices to ensure that all students, regardless of background or circumstances, can fully access and benefit from Cerro Coso's educational opportunities.

Gaps Identified

None

Outcomes Assessment

Loop-Back Improvements Made

In the 2024-2025 academic year, A&R implemented a number of initiatives focused on technology modernization, process improvement, and equitable student support. In collaboration with Counseling, the office designed and piloted a Dynamic Form for transfer evaluation and course articulation requests, including workflow development and faculty review components. The team conducted multiple training sessions to gather input and familiarize faculty counselors and educational advisors with the new proposed process, which will reduce manual submissions and improve turnaround time. Credit for Prior Learning processes were also enhanced through the adoption of MAP, updates to Board and Administrative policies, and direct engagement with discipline faculty to increase awareness and participation across departments.

Significant progress was made toward full implementation of Banner Self-Service 9, including preparatory work for the new waitlist process, using "add authorization codes", and improving and correcting academic standing functions. These updates will streamline registration and advising workflows, reducing manual adjustments once fully deployed. A&R also verified the identities of over 1,000 students as part of our fraud mitigation and identity verification efforts, using accessible methods such as in-person verification, Zoom meetings, and ID.me support.

Support for military-connected students expanded through strengthened communication channels and collaboration. The Military & Veterans Services team grew to include representation from Counseling, Financial Aid, Outreach, and other campus departments, ensuring more holistic and wrap-around supports for our students. The team partnered with district colleagues to align with the Department of Veterans Affairs Principles of Excellence legislation, including the development of a military absence process that prioritizes student choice and academic flexibility.

Throughout the year, A&R maintained its commitment to operational efficiency, equity, and accessibility. The office collaborated with IR and other campus partners to ensure data accuracy and compliance with reporting requirements, particularly in preparation for Vision Aligned

Reporting. These collective efforts have strengthened the student experience, improved internal coordination, and laid the groundwork for continued progress in 2025-2026.

Schedule of Assessments

Provide incoming transcript information on student record in Banner.

Will Assess This Year

Provide quality assistance to customers.

Will Assess This Year

Provide timeliness of services to all students

Will Assess This Year

Provide useful, clear information to all students.

Will Assess This Year

Outcomes Assessment: Results of Last Year's Assessments

Outcomes Assessment: Missed Targets

Program Review

Name: Admissions & Records

Year of Last Program Review

2023-2024

Actions Taken in the Prior Year to Address Strategies

Two-Year Strategies

Articulation of Outside Coursework

Significant progress has been made toward developing a formalized and sustainable process for articulating outside coursework. Over the 2024-2025 academic year, A&R collaborated with Counseling to design and implement a Dynamic Form to streamline submission and review workflows, including routing, approval, and notification processes. Cross-functional training sessions were conducted to gather feedback and ensure staff and faculty alignment. In addition, Credit for Prior Learning was integrated into this initiative, with supporting policy and procedure updates and faculty collaboration through the implementation of MAP (Mapping Articulated Pathways). While much of the groundwork is complete, final operational

refinements remain in progress to resolve workflow inefficiencies and ensure smooth system functionality.

Strategies Still to be Addressed

Two-Year Strategies

Articulation of Outside Coursework

The project is expected to reach full implementation by the end of the Spring 2026 term, given there are no unexpected delays. Continued focus will be placed on enhancing user experience, establishing consistent turnaround times, and expanding communication to students to ensure equitable access to credit evaluation opportunities.

Name: Admissions & Records

Year of Last Program Review

2023-2024

Actions Taken in the Prior Year to Address Strategies

Two-Year Strategies

Veteran and Military-Connected Student Support

Support for veteran and military-connected students has grown substantially. Communication with this student population has become consistent and intentional, with messaging aligned across multiple student touchpoints such as financial aid, admissions, and outreach. The Military & Veterans Services workgroup has expanded to include representatives from Counseling, Financial Aid, Outreach, and other campus locations, fostering a more integrated support structure. Outreach collaboration has ensured that veterans' information is prominently featured at all relevant campus and community events.

Strategies Still to be Addressed

Two-Year Strategies

Veteran and Military-Connected Student Support

Looking ahead, focus areas include the continued enhancement of personalized support services, increased data tracking to monitor student success metrics, and exploration of targeted programming,

such as orientation or peer support initiatives, to deepen engagement and retention.

Name: Admissions & Records

Year of Last Program Review

2023-2024

Actions Taken in the Prior Year to Address Strategies

Five-Year Strategies

Increase the number of fully matriculated students following the submission of applications.

A&R has made measurable progress toward closing the gap between application submission and course registration. Through improved communication strategies, including the efforts of the Outreach department, and reminders to complete admissions steps, balance notifications, and identity verification follow-ups, A&R has increased proactive outreach to students who may be stalled at various stages. The department has leveraged Navigate as its primary communication tool, ensuring messaging consistency and timely follow-up.

Strategies Still to be Addressed

Five-Year Strategies

Increase the number of fully matriculated students following the submission of applications.

To advance this goal further, the following steps include expanding data-driven outreach campaigns using CCCApply Report Center, Tableau, and Navigate analytics, identifying specific student groups at risk of not completing matriculation, and collaborating with Outreach and Counseling to provide student support. Establishing measurable benchmarks, such as year-over-year increases in enrollment conversion rates, will help quantify continued progress.

Name: Admissions & Records

Year of Last Program Review

2023-2024

Actions Taken in the Prior Year to Address Strategies

Five-Year Strategies

Creation of a dedicated Veterans Resource Center

Preliminary progress has been made through cross-department collaboration and outreach partnerships, resulting in expanded services for veterans and the inclusion of veteran representation in multiple functional areas. These efforts have helped lay the groundwork for the possible creation of a dedicated on-campus space for veterans to access resources.

Strategies Still to be Addressed

Five-Year Strategies

Creation of a dedicated Veterans Resource Center

While the long-term goal of establishing a dedicated Veterans Resource Center remains a priority, current enrollment data indicate a relatively small number of veteran students are actively enrolled, both in-person and online. Given this, our approach has shifted toward exploring flexible and sustainable models that still provide meaningful support and community for military-connected students. In the short term, we aim to identify opportunities for shared or collaborative spaces that could serve multiple student success groups, such as Veterans, LGBTQ+, Umoja, and other special populations, to foster a sense of belonging and efficient use of campus resources. This model would allow us to maintain visibility and dedicated support for veteran students while aligning with broader institutional goals for equity and inclusion.

Next steps include analyzing space utilization, assessing potential co-location opportunities, and engaging with veteran students to gather input on how such a shared space could best meet their needs. As enrollment and engagement among military-connected students continue to grow, we will re-evaluate the feasibility of developing a fully dedicated Veterans Resource Center in the future.

Last Year's Initiatives

Name: Articulation of outside coursework

Action Plan

This builds upon the initiative undertaken last year. The Admissions and Records department is presently in collaboration with the Counseling Department to develop and execute a formalized procedure for transcript evaluation and articulation. A comprehensive training program for A&R technicians is underway in cooperation with the staff at Bakersfield and Porterville Colleges. Furthermore, the articulation initiative and its associated processes are anticipated to contribute to various other ongoing projects and endeavors, including but not limited to auto-awarding and Credit for Prior Learning initiatives.

Lead Measure of Success

- Timely submissions of evaluation/articulation forms.
- Completion of evaluation and articulation within set timeframes.
- Accuracy of transfer credit awards.
- Engagement with faculty, CIC, and other related committees.
- Feedback from students.

Lag Measure of Success

- Monitor how evaluation and articulation affects students' graduation rates, specifically for Credit for Prior learning and/or when auto-awarding is implemented.
- Feedback from students.
- Reduction in transcript evaluation time and articulation entry as the Banner repository will continue to build.

Initiative Status

In Progress

Summarize actions taken on this initiative

Admissions & Records has been advancing the articulation of outside coursework over multiple academic years and is now nearing completion of this initiative. In 2024-25, we partnered with Counseling to develop a Dynamic Form and workflow, hosted collaborative trainings, and gathered counseling feedback. This work

also integrates Credit for Prior Learning through MAP, updated Board and Academic policies, and close collaboration with faculty. While operational details are still being refined, the project is on track to launch by the end of Spring 2026.

Name: Enhance Student Communication

Action Plan

This extends the efforts initiated in the previous year, and these endeavors are set to persist into the upcoming year. The Admissions & Records (A&R) office has undertaken additional measures to enhance student communications and refine the information disseminated to our student body. Although the implementation of BCM (Banner Communication Management) remains pending, the A&R office has leveraged alternative tools for student outreach, including Navigate and the recently introduced Care Unit.

In the pursuit of student-centric service, A&R will employ the CCCApply Report Center to generate reports identifying students who have not completed their admissions applications, enabling us to provide additional support. Furthermore, collaborative efforts with the outreach department will continue, targeting students who require assistance in activating their accounts.

With a focus on our existing students, we have proactively initiated routine communication for various purposes, including but not limited to:

- Enhancing the content and quality of welcome letter emails to new students.
- Identifying and engaging out-of-state students to explore reclassification to in-state status, thereby potentially reducing nonresident fees.
- Reaching out to students facing potential disenrollment due to non-payment, providing requisite support and resources.
- Notifying students with overdue balances.
- Reminding certified GI Bill® students of their monthly enrollment verification obligations.
- Informing students about the availability of the Update Form.

Additionally, we remain committed to the ongoing evaluation of the technology tools at our disposal, such as Navigate and BCM, to

determine how these resources can be optimized to best meet the diverse needs of our student body.

Lead Measure of Success

- Response times to student inquiries.
- Monitor the utilization of communication tools.
- Student feedback.

Lag Measure of Success

- Increase in enrollment and retention.
- Enhanced student feedback

Initiative Status

Completed

Summarize actions taken on this initiative

Over the past year, Admissions & Records has expanded its student communication efforts to ensure timely, accurate, and student-centered communication. Using Navigate as our primary mass communication tool, we have implemented consistent messaging to key student groups, including out-of-state students, students with outstanding balances, and those requiring identity verification. Additional targeted outreach has supported military-connected students, CalVet Fee Waiver recipients, and students utilizing GI Bill benefits. We also enhanced communication regarding update form completion, term preparation, and graduation outcomes by providing clear explanations and next steps to graduates who did not earn awards. To strengthen service quality, we launched the A&R Customer Satisfaction Survey, actively reviewing feedback and responding to students who request follow-up. These initiatives demonstrate our commitment to proactive, transparent communication that supports student success and retention.

Name: Increase the number of military-connected students using educational benefits

Action Plan

This builds upon our prior-year initiatives, with a commitment to their continuation. To enhance the utilization of educational benefits by military-connected students, we will undertake several focused actions, including improved communication, tailored orientation

programs, peer mentoring, and ongoing collaboration with local military bases. Streamlining the certification process and offering personalized financial aid counseling will remain priorities. Additionally, we will continue promoting the VA Work Study program for eligible GI Bill® students, allowing them to work on campus while attending classes.

Lead Measure of Success

- Veteran outreach events, webinars, and workshops
- More robust, personalized advising sessions to include Financial Aid
- Promotions of benefits, ensuring accessibility
- Student feedback

Lag Measure of Success

- Increase in veteran and veteran-dependent enrollment and retention.
- Enhanced student feedback

Initiative Status

Completed

Summarize actions taken on this initiative

Over the past year, Admissions & Records has strengthened support for military-connected students by maintaining consistent communication and expanding the Military & Veterans Services team to include representation from Counseling, Financial Aid, Outreach, and the Tehachapi campus. This cross-department, cross-campus collaboration has enabled us to integrate veterans' resources into college-wide services more effectively. In partnership with Outreach, we ensured that veteran-specific information was included at all relevant events, with dedicated representation proving especially valuable in connecting with prospective and current students. These efforts reflect our continued commitment to improving access, awareness, and utilization of educational benefits for military-connected students.

Students using G.I. Bill benefits:

- 2022-2023: 158
- 2023-2024: 165

- 2024-2025: 174

Initiatives for Next Academic Year

Strengthen A&R Support for English Second Language (ESL) Learners

Is this a multi-year Initiative? Y

Specific Action Steps to be Taken

- Review all A&R forms, correspondence, and procedural materials for language accessibility and clarity; prioritize translation into Spanish and other frequently spoken languages in our service areas.
- Collaborate with other college departments to develop onboarding and orientation resources tailored to ESL learners (e.g., visual guides, multilingual FAQs, or short tutorial videos).
- Provide A&R staff with professional development in culturally responsive communication and strategies for serving multilingual students.
- Pilot extended support at the A&R counter or virtually during peak periods with bilingual staff, interpreters, or technology resources.

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

- Number of translated or simplified A&R forms completed and published.
- Number of ESL students receiving direct assistance from A&R.
- Participation of A&R staff in cross-cultural communication training.
- Student satisfaction feedback via A&R's customer satisfaction survey.

Do you request help developing these instruments? Y

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

- Increase in ESL student enrollment and term-to-term persistence.
- Reduction in processing errors or incomplete forms among ESL students.
- Improved satisfaction scores from ESL students on college-wide surveys.

Person Responsible

A&R, ESL Faculty/Academic Departments, Outreach, Counseling, IR

What unit gap or institutional goal does this address?

It addresses a strategic plan goal or objective, It addresses a gap in student equity

Improve International Student Admissions Processes and Supports

Is this a multi-year Initiative? N

Specific Action Steps to be Taken

- Conduct a complete process mapping of the international student application, admission, and registration workflow to identify pain points and redundancies.
- Collaborate with other college departments, including the other DSOs, and district partners to align SEVIS, CCCApply, and Banner processes for consistency and efficiency.
- Develop clear online and print guidance materials outlining steps for admission, document submission, and subsequent actions once accepted.
- Establish a communication plan for international applicants (e.g., automated messages through Navigate or Banner) to provide timely updates.
- Explore partnerships with Financial Aid, Athletics, and Counseling to ensure a seamless transition for international students upon arrival.

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

- Completion of workflow analysis and revised process documentation.
- Average turnaround time for processing international applications.
- Engagement metrics for processing international applications.

Do you request help developing these instruments? Y

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

- Increase in international student enrollment or application-to-enrollment conversion rate.
- Reduction in processing delays or incomplete applications.

- Improved retention rates for international students from term to term.

Person Responsible

A&R, DSOs, Counseling, Financial Aid, Outreach, IR, IT

What unit gap or institutional goal does this address?

It addresses a gap in student equity

Advance Vision Aligned Reporting (VAR) and Data-Driven Student Services

Is this a multi-year Initiative? Y

Specific Action Steps to be Taken

- Continue developing standardized data tracking strategies for A&R-related metrics within VAR (e.g., veterans, credit for prior learning, completion rates).
- Launch student-facing kiosks to support real-time data collection and engagement feedback.
- Partner with IR to ensure data integrity, build dashboards, and create actionable insights from VAR submissions.
- Host collaborative workshops with Student Services and Academic Affairs to analyze findings and identify equity-focused interventions based on VAR outcomes.

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

- Implementation of kiosk technology and the number of students utilizing it.
- Timeliness and accuracy of data submitted to VAR.
- Participation rate in data review workshops or meetings.

Do you request help developing these instruments? Y

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

- Improved alignment of A&R metrics with institutional Vision 2030 goals.
- Demonstratable improvements in identified student outcome measures (e.g., retention, degree completion)
- Enhanced reporting accuracy and efficiency across Student Services.

Person Responsible

A&R, IR, IT, Student Services Leadership, Academic Affairs
Leadership, Faculty

What unit gap or institutional goal does this address?

Other. Explain below

VAR expansion supports institutional accountability, continuous improvement, and alignment with CCCCO frameworks.

Requested Resources

#56 Information Technology: Technology Refresh and Equipment Modernization

Is this a one-time request or an on-going request? One-Time

Amount Requested \$15,000.00

Is this request supported in your initiatives or elsewhere?

None

Description/Explanation

Requesting updated laptops for all A&R staff/Director, larger monitors for each workstation (ideally with blue light filters), and new desktop scanners.

Supporting Facts/Data

To maintain operational efficiency and staff productivity, the A&R office requires updated technology resources. Current staff laptops are nearing end-of-life (as per IT's previous life cycles in previous AUPs), and no longer meet performance standards for processing large data sets, supporting remote access, and utilizing Banner Self-Service 9 and Microsoft Office features. Additionally, the existing monitors contribute to eye strain and decreased multitasking efficiency. Updated monitors would improve ergonomics and productivity.

A&R staff also process and digitize a high volume of student records daily. Our current scanners are aging and unable to handle the required throughput, leading to delays in uploading documents to

BDM. Furthermore, the A&R office has had to replace these scanners multiple times. Upgrading to high-capacity scanners with ID card scanning capability would ensure more efficient document management, faster processing/uploading, and improved functionality.

Impact on the Department/Unit

Upgraded technology will directly support staff in delivering timely and accurate services to students, faculty, and external partners. Larger monitors and modern laptops will enhance staff well-being and productivity, particularly during peak times. Enhanced scanners will reduce backlog and support compliance with document retention and data security standards.

Impact on Operational Efficiency

These upgrades will improve overall workflow speed, reduce system downtime, and enhance digital processing capabilities. More reliable and capable technology enables A&R staff to focus on direct student support, rather than troubleshooting equipment issues. Additionally, fast scanning and record digitization will streamline student file management and interdepartmental communication, directly improving service turnaround times.

Faculty Position Requests

No requests found.

Classified Position Requests

A&R Technician II

Locations

Ridgecrest/IWV

Justification

Credit for Prior Learning, Transfer Evaluation, and Articulation

As Cerro Coso continues to advance its articulation and Credit for Prior Learning initiatives, the need for a dedicated A&R Technician II has become critical. This position would oversee the end-to-end

evaluation of external coursework, manage the growing workload of CPL petitions, and support articulation and transcribing of external coursework. With the integration of the new MAP system, evolving Board Policy, and Administrative procedure updates, as well as district-wide process alignment, workload and compliance demands have significantly increased.

Adding this position will help support evaluation timelines, ensure consistent application of credit policies, and improve turnaround for students seeking to apply prior learning or transfer credit. This dedicated technician will also relieve current staff of overlapping responsibilities, improving response times and service quality across A&R functions.

This position directly supports Strategic Goal #1: Improve persistence, by helping students receive timely credit for prior coursework and reducing barriers to completion. It also advances Strategic Goal #4: Innovate instructional offerings through non-traditional credit pathways that recognize students' prior experience and accelerate degree attainment.

Salary Grade

42.5

Number of Months per Year

12

Number of Hours per Week

40

Salary Amount

\$4,781.57/month

A&R Technician II

Locations

EKC Tehachapi

Justification

Tehachapi Campus (Bilingual Preferred)

With the continued growth and development of the Tehachapi campus, A&R presence and bilingual student support have become essential. This position would serve as the primary A&R representative on-site, providing enrollment, registration, and records services while also assisting Spanish-speaking students in navigating A&R processes. This position would bridge communication gaps, enhance student confidence in navigating enrollment systems, and support instructional programs serving bilingual and Spanish-speaking populations (e.g., Child Development, Business, and Allied Health and their new or continued Spanish courses).

An on-site technician ensures real-time service delivery, reduced reliance on remote processing, and improved student satisfaction at the Tehachapi campus. Having bilingual capacity within A&R also expands access to equitable and inclusive services, strengthening relationships with the local community and enhancing student retention.

This position supports Strategic Goal #3: Establish the Tehachapi campus and optimize enrollment by ensuring operational readiness and equitable service delivery at this emerging site. It also reinforces the college's commitment to accessibility and inclusion across our service areas.

Salary Grade

42.5

Number of Months per Year

12

Number of Hours per Week

40

Salary Amount

\$4,781.57/month

Department Assistant III

Locations

Ridgecrest/IWV

Justification

The Department Assistant would serve as the cornerstone of front-line and operational support within A&R. This position would manage incoming calls and inquiries, serve as the first point of contact for students and staff, oversee student worker scheduling and training, and provide administrative and fiscal support to A&R technicians and leadership. In addition to front-line duties, the Department Assistant would assist with budget tracking, purchasing coordination, and processing department expenditures to ensure accurate financial management and compliance with district purchasing procedures. As A&R continues to modernize processes and balance multiple funding sources, this added fiscal oversight is essential for maintaining operational accountability and efficiency.

This position would allow A&R technicians to focus on their core technical duties, such as evaluations, registration, veterans services, degree awarding, and compliance, while ensuring financial transactions and departmental purchases are handled accurately and promptly. This dual focus on student service and fiscal coordination enhances communication, supports transparency, and improves overall departmental operations.

The Department Assistant supports not just the A&R office but also contributes to the overall success of Cerro Coso by ensuring students receive timely, accurate, and student-centered support. This position enhances organizational effectiveness and resource management through diligent fiscal oversight, budget tracking, and purchasing coordination, all while maintaining a high standard of customer service to students and staff.

Salary Grade

38.0

Number of Months per Year

12

Number of Hours per Week

40

Salary Amount

\$3,828.74/month

Admissions Records, and Veteran Affairs AUP Budget Request Worksheet for FY27

Fund	Org Description	Account Description	Program Description	Activity	Location	2025	2025	2026	2027	Notes	Increase	If requesting increase of %5 or more		
						Adopted Budget	Actual Expenses	Adopted Budget	Request			In planning document	Data?	Operational Efficiency?
GU001	Admissions & Records	Clk Oth - Temp	Admissions & Records		CI	\$ -	\$ 10,424.87		\$ 35,000.00	I am requesting an increase in the temp employee budget line to provide flexibility and ensure operational continuity in the event of unexpected staffing changes. This request anticipates possible staffing changes within the department and would allow for the hiring of a temp employee at the A&R Tech II rate to maintain service levels and prevent disruption to critical functions within A&R. This proactive approach will help bridge staffing gaps while a permanent recruitment process is underway, should the need arise.	Yes	AUP		This funding increase supports continuity of operations, minimizes workflow disruptions, and safeguards institutional efficiency by ensuring that trained support staff can be deployed quickly. It reduces the risk of processing delays, backlogs, and student service interruptions during periods of transition, preserving both service quality and institutional reputation.
GU001	Admissions & Records	Non-Inst Supplies & Materials	Admissions & Records		CM				\$ -		no			
GU001	Admissions & Records	Non-Inst Supplies & Materials	Admissions & Records		CI	\$ 8,000.00	\$ 334.84	\$ 4,000.00	\$ 2,000.00		no			
GU001	Admissions & Records	Non-Inst Supplies & Materials	Admissions & Records		CB				\$ -		no			
GU001	Admissions & Records	Paper	Admissions & Records		CI	\$ 1,000.00	\$ 1,282.27	\$ 1,000.00	\$ 1,500.00		no			
GU001	Admissions & Records	Employee Travel	Admissions & Records		CI	\$ 4,000.00	\$ 1,581.92	\$ 8,000.00	\$ 8,000.00		no			
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CI	\$ 300.00	\$ 34.61	\$ 300.00	\$ 300.00		no			
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CT	\$ 150.00	\$ -	\$ 150.00	\$ -		no			
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CB	\$ 300.00	\$ -	\$ 600.00	\$ 500.00		no			
GU001	Admissions & Records	Employee Travel DO	Admissions & Records		CM	\$ 500.00	\$ -	\$ 500.00	\$ 500.00		no			
GU001	Admissions & Records	Institutional Dues/Memberships	Admissions & Records		CI	\$ 400.00	\$ 600.00	\$ 500.00	\$ 500.00		no			
GU001	Admissions & Records	Other Services & Expenses	Admissions & Records		CI	\$ 25,000.00	\$ 19,207.40	\$ 25,000.00	\$ 25,000.00		no			
GU001	Veterans Affairs	Non-Inst Supplies & Materials	Veterans Services		CI	\$ 1,000.00	\$ 25.00		\$ -		no			
GU001	Veterans Affairs	Employee Travel	Veterans Services		CI	\$ 1,500.00	\$ 251.39	\$ 1,000.00	\$ 1,500.00		no			
GU001	Veterans Affairs	Food/Meetings	Veterans Services		CI	\$ 300.00	\$ -	\$ 300.00	\$ -		no			
GU001	Veterans Affairs	Institutional Dues/Memberships	Veterans Services		CI	\$ 250.00	\$ -	\$ 250.00	\$ -		no			
														Projected staff turnover: One A&R Technician anticipated to retire within two years; contingency planning underway to ensure seamless operational coverage.
														Maintaining adequate funding for temporary staffing is essential to sustain uninterrupted student services and uphold compliance with time-sensitive A&R functions. Allocating this funding ensures that the department can remain responsive to student needs and institutional deadlines, regardless of staffing fluctuations.
														CONTINGENCY: If a new permanent A&R Tech II position is approved and filled during the same budget cycle, this additional temp staffing allocation may not be utilized. However, maintaining the funding as a contingency allows the department to remain agile and prepared for unanticipated personnel changes or workload surges.