



March 4, 2021

To: Titian Lish, Chairperson, Resource Allocation Committee

From: Dyrell Foster, President

A handwritten signature in black ink, appearing to read "Dyrell Foster", is written over the printed name.

Subject: **RAC 2021 Position Summary: REVISED**

I'd like to thank the Resource Allocation Committee (RAC) for reviewing the Classified and Administrative Position Requests for Fall 2020. I appreciate the time, effort and deliberation by the Committee members to forward recommendations for the funding of the Classified and Administrative Positions. After reviewing the recommendations and considerations relevant to the rankings, I've developed the 2021 position summary. The rankings below provide direction for planning, as these positions will be placed on the Position Control document. Budget dollars to support these positions will be allocated when the college's budget is able to support the on-going funding of these positions.

The rationale to support the rankings for the position summary are based on the following considerations:

- Supports the College's mission and institutional planning priorities
- Program/department need
- Contributes to and/or supports student learning and success
- Mission critical positions to ensure continuity and to maintain effective operations of the institution
- Acknowledge and consider positions currently funded, but vacated within 24 months
- Leverage outside funding where appropriate



Actions:

Director of Financial Aid (removed from the list; on hold)

This position will remain on hold since the position is not currently vacant. Upon vacancy, this will be a new FT administrative position. This will replace the Financial Aid Officer position, which will be eliminated. The salary from the Financial Aid Officer position will be used to partially fund this position.

Assessment Specialist (removed from the list; request to announce submitted to HR: Gen fund)

The Assessment Specialist is a crucial position that provides services that are directly related to facilitating entrance and enrollment into gate keeper courses, prerequisite courses leading to further sequential courses, and ensuring that students are properly placed into courses that will facilitate successful completion of these course, thus increasing the advancement to transfer or degree completion. Necessary for supporting compliance with Assembly Bill 705.

Rank Position

#1 Counselor Assistant I (moved from #5)

The Counselor Assistant I position facilitates the initial connection from students to Counseling services. Not having this position has created a reduction in front desk contact, reduced availability for students to schedule counseling appointments, and a disruption in the workflow efficiency.

#2 Performing Arts Center Operations Coordinator (no change)

This PT position (25 hrs/wk) will need to be funded, initially entirely by the General Fund, until revenues generated by the use of the Mertes Center and amphitheater are able to contribute towards a portion of the salary.

#3 Admissions & Records Assistant II (moved from #8)

This position will play a critical role in helping to increase FTES and maximizing potential revenue from the new Student-Centered Funding Formula (SCFF) particularly through the proactive awarding of certificates and degrees.

#4 Instructional Assistant – English (1) (no change)

#5 Instructional Assistant – English (2) (moved from #7)

#6 Admissions & Records Assistant I (no change)



#7 Instructional Assistant (Communication Studies/Forensics) (moved from #9)

#8 Campus Safety Officer (moved from #10)

Moving forward, I agree that it is better to select a higher step when requesting salary estimates, to better represent potential fiscal impact over the long term to ensure effective planning.

If you have any questions or concerns, please don't hesitate to contact me.