Gavilan Joint Community College District
Governing Board Agenda

July 9, 2013

Consent Agenda Item No.  
Information/Staff Reports No.  10.(f)  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No.  

SUBJECT: Proposed Draft Changes to the Administrative Structure  

☐ Resolution: BE IT RESOLVED,  
☒ Information Only  
☐ Action Item  

Proposal:  
That the Board review the proposed draft changes to the administrative structure. The proposed personnel changes and responsibilities of the positions will be discussed across the college during the Fall 2012 semester. Any proposed changes that are acceptable will be made with the intent of requesting approval of the vetted administration reorganization no later than December 31, 2013.  

Background:  
Gavilan College is continuing to reduce costs through elimination of vacant positions. The college has had to leave a number of faculty and professional support staff positions vacant in order to save enough money to balance the college budget.  

The area addressed in this proposal is the administrative organizational structure of the college. This proposal essentially seeks to move two current administrative employees into higher level positions and eliminating the positions they are being promoted from. California Code of Regulations, Title 5, Section 53201 requires in part, that “new” full-time faculty and “new” educational administrator positions be filled on an open and competitive basis with advertising of the positions to occur on a minimum of a state wide basis unless otherwise exempted from this requirement. Title 5, Section 53021 (4)(c)(1) and (2) note that a “new” position is not created when there is a reorganization that does not result in a net increase in the number of employees (at the college district). Additionally, Section 53201 (4)(c),(2) notes that transfers resulting in no net increase in employees falls under this categorical exemption. In situations where under Section 53021 (c) (3) a position which is occupied by an incumbent is upgraded, reclassified, or renamed without the duties being significantly altered the college district is not required to conduct an open and competitive recruiting process.
In order to more effectively utilize the administrative personnel at the college, a proposal has been prepared to reorganize the administrative organization structure by making the following changes:

1. Appointing the previous Director of Community Education to the existing vacant position of Vice President, Administrative Services effective no later than January 1, 2014. The position of Director of Community Education will be either eliminated or held vacant.

2. Reclassifying the Associate Dean of Community Development and Grants Management to the new instructional administrator position of Dean of Student Learning and Engagement. This new Dean position will report to the Executive Vice President and Chief Instructional Officer. The position of Associate Dean of Community Development and Grants Management will be eliminated. The consolidation of offices will also allow one-half of a program services specialist position to be saved. The person who previously held that position was promoted into another position as a senior program specialist.

3. The third administrative change being requested will combine supervision and administration of MESA and TRIO under one educational administrator instead of two of the current arrangement that each program have its own classified administrator. The two positions use the title of Director. The State Chancellor’s Office has approved Gavilan’s request to have both programs supervised by one administrator as a cost savings measure. This administrative change proposes to assign the current Director of MESA to the new educational administrator position titled Associate Dean, Specialized Student Support Programs, or some other descriptive name. The positions of Director of MESA and Director of TRIO would be eliminated or will remain vacant should the new structure not work as effectively as anticipated.

Budgetary Implications:
The college would be able to save approximately $227, 648 from the unrestricted general fund should each of these proposed changes be approved.

Follow Up/Outcome:
This proposal has not been discussed on campus and needs to go through the college’s participatory governance process before presentation to the Board for action.

Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By:  ____________________________
   Dr. Steven M. Kinsella, Superintendent/President

Agenda Approval:  ____________________________
   Dr. Steven M. Kinsella, Superintendent/President