

## FACULTY REQUEST

FOR FISCAL YEAR 2013-14

BCP #	DEPT. PRIORITY NO.: #1	DEPARTMENT: EOP&S/CARE/CalWORKs
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**PLEASE CHECK THE BOX REPRESENTING THIS CATEGORY OF FACULTY REQUEST**

<p>FACULTY POSITION REQUEST</p> <p><input checked="" type="checkbox"/> <b>X New position</b></p> <p><input type="checkbox"/> Replacement</p> <p><input type="checkbox"/> Full-time Temporary</p> <p><input type="checkbox"/> Conversion (grant to GU001)</p>		<p>BUDGET AUGMENTATION –</p> <p><input checked="" type="checkbox"/> <b>X Ongoing</b></p> <p><input type="checkbox"/> One-time funding</p> <p><input type="checkbox"/> Other – explain (e.g. matching)</p>
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TITLE OF INSTRUCTOR POSITION: EOP&S/CARE/CalWORKs Counselor

PLEASE PROVIDE A SUMMARY AND RATIONALE OF FACULTY POSITION REQUEST (You may copy and paste from your COMPREHENSIVE OR ANNUAL PROGRAM REVIEW.)

**Substantiate recommendations with data and the guidelines listed in the Budget Decision Criteria and College Strategic Goals documents.**

This position request is a new request due to an EOP&S Counselor retirement since May 2010. One of the goals since 2011-12, 2012-13 and 2013-14 EOP&S/CARE/CalWORKs Program Review Priorities is to maintain EOP&S/CARE/CalWORKs full time counselors. Full time counselors provide educational planning and counseling as well as services over and above what is available on the College Campus Community. Currently, there is only one full time counselor in the EOP&S program to meet with 777 students for two contacts (a total of 1,554 contacts each semester) each semester and the CalWORKs program does not have a permanent counselor. Education Code and Title 5 mandates EOP&S students to have three counseling contacts.

- At least two full time counselors are needed to maintain the mandated three counseling contacts (per semester) with each EOP&S/CARE student and to provide counseling for CalWORKs students as well.
- The counselors in the program assist with long term educational planning, assist students in developing study skills in order to create a strong foundation for their educational experience as well as creating a support system for the students.
- Last Fall 2012, the full-time EOP&S counselor conducted approximately 310 EOP&S individual counseling contacts and 147 group counseling contacts. During Spring 2013, the counselor conducted 414 EOP&S individual counseling contacts and 240 group counseling contacts. Two Adjuncts were hired for EOP&S students to meet the mandated three contacts. For Fall 2012, the EOP&S Adjunct Counselor conducted 406 individual counseling contacts and 150 group contacts. During Spring 2013, there was only one adjunct counselor which conducted 404 individual counseling contacts and 255 group contacts. In total, 1,534 individual contacts were made with students in the EOP&S program with EOP&S counselors and 792 group contacts. An Adjunct Counselor was also hired for the CalWORKs program to provide counseling, otherwise there would not be a counselor to meet the needs of CalWORKs students (orientations, intake, needs assessment, developing a SEP, workshops). Between the program Assistant Director and Adjunct Counselor, 493 individual contacts were made with CalWORKs students and 255 group contacts for the academic year.

- The full time counseling position would be split among all three programs; EOP&S/CARE/CalWORKs in percentage of time and funding. For 2012-2013, \$117,168 was spent on EOP&S/CARE/CalWORKs adjunct counseling.
- One full time counselor cannot effectively provide over and above services to all three programs to provide effective counseling.
- The EOP&S program received additional fund in the allocation formula this 2012-2013 year after several years of categorical reductions. The EOP&S program received approximately \$145,000 additional funds this year than last year. There is sufficient funding to hire another needed full-time counselor. The EOP&S categorical programs across the state were partially restored to 80% of the original allocations before the reduction.

The tables below outline the decrease in full time counselors as well as the steady increase of student contacts per academic year between the full-time counseling and part-time counseling to meet the mandated three contacts for students.

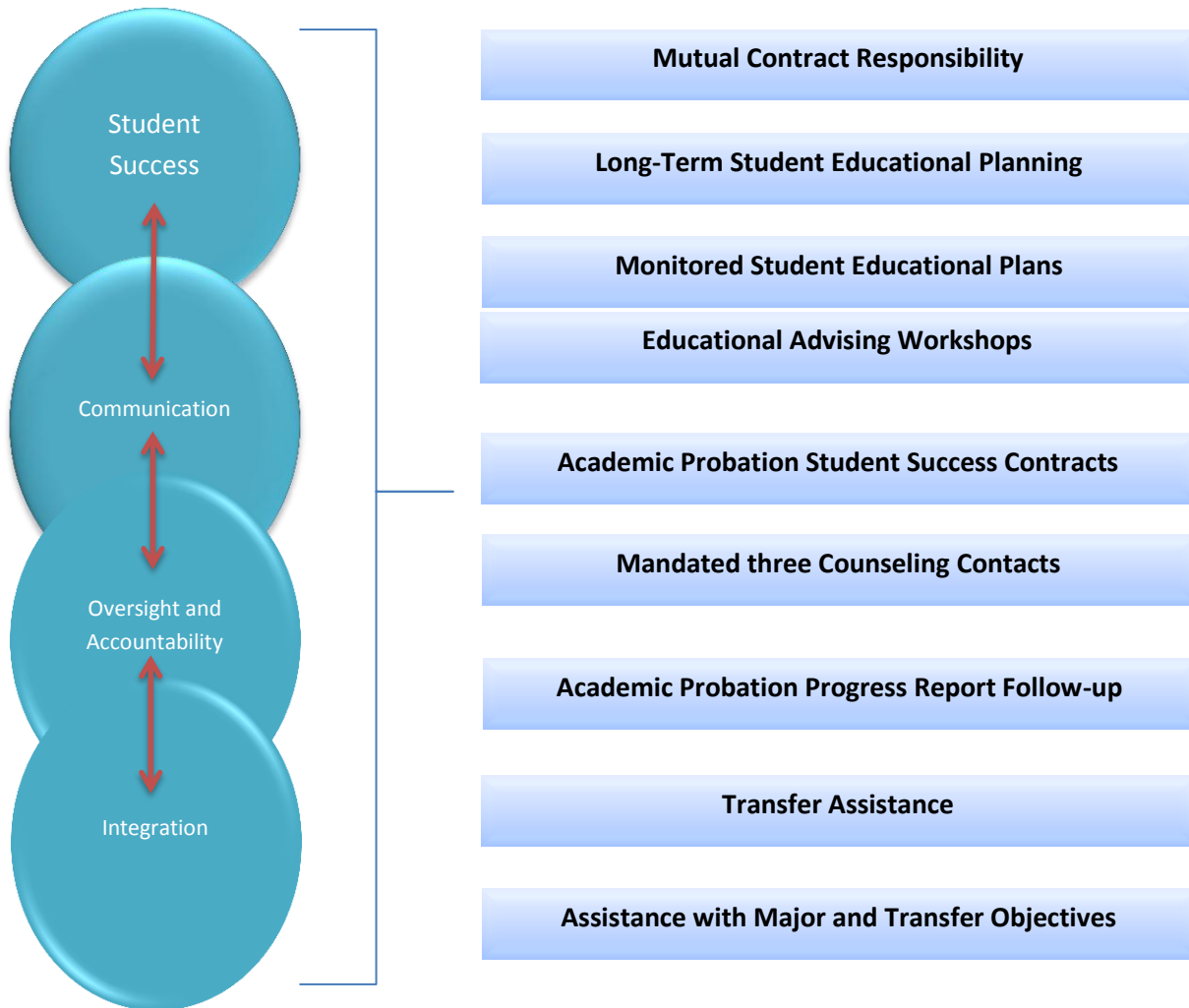
Counseling Staffing Levels

Year	Full-time Counselors	Part-Time Counselors
2008-2009	2	1
2009-2010	2	2
2010-2011	1	2
2011-2012	1	3
2012-2013	1	2

Counseling Contacts Full Time and Part-Time (Adjunct)

Year	Counseling Individual Contacts Full-time	Counseling Individual Contacts Part-Time	Counseling Group Contacts Full-Time	Counseling Group Contacts Part-Time
2009-2010	1,157	411	58	553
2010-2011	832	747	378	298
2011-2012	839	643	542	295
2012-2013	724	810	387	405

The EOP&S/CARE/CalWORKs full-time counselor position aligns with the college strategic goals and students success. The diagram below illustrates the linkages below with the services provided.



**INTERNAL REVIEW OF POSITION**

A. Explain why the work cannot be reassigned to other staff within the department

Per, Title 5 (section 56264, Counselor Qualifications) there are specific criteria an EOP&s counselor needs in order to be hired in the program to provide services:

- (a) EOP&S “Counselors” are those persons designated by the community college to serve as certificated counselors in the EOP&S program and must possess a Community Counselor Credential required by Education Code Section 87274, or possess a master’s degree in counseling, rehabilitation counseling, clinical counseling, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and
- (b) In addition, EOP&S Counselors hired after October 24, 1987 shall:
  - (1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages or
  - (2) Six semester units or equivalent of a college-level counseling practicum or counseling field work courses in a community college EOP&S program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages and,

- (3) In addition, an EOP&S counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

The EOP&S counselor qualifications are necessary and mandated to provide effective counseling services to EOP&S students.

B. Impact on College/District if position is not filled

**The EOP&S categorical program cannot return in excess of 5% of the allocation funding at the end of a fiscal period. Returning over 5% of the allocation would cause severe funding penalties for future years. The penalty would also cause decreases of the allocation in future years based on the one time penalty.**

C. Is a temporary employee currently performing the work of this position?

X Yes

No

Currently, Adjunct Counselors are assisting with the state mandated three contracts as well as the intrusive follow-up with the student clientele. The challenge with adjunct counselors is the limited hours. The funding used for the adjunct counseling is sufficient to hire a full time EOP&S/CARE/CalWORKs adjunct counselor split among three different programs and three different FOAPALS.

D. New position: How is the work assigned to this position presently accomplished?

Currently there are four adjunct counselors assisting with the mandates counseling contacts. The salary for all four adjunct counselors total combined is sufficient to hire an EOP&S full-time counselor.

**ESTIMATE THE COSTS ASSOCIATED WITH THIS FACULTY REQUEST**

**TOTAL SALARIES AND WAGES (include benefits)**

**\$97,805.84**

**SUPPLIES or OPERATING EXPENSES**

**EQUIPMENT EXPENSES**

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**Total**

**\$\$\$97,805.84**

**SOURCE OF FUNDS**

**ORG Number**

**ORG:**

GENERAL FUND

**Categorical FUNDS**

SPECIAL FUNDS

OTHER FUNDS

PREPARED BY: Primavera Arvizu

DATE: 11/1/13

REVIEWED BY: Zav Dadabhoy

DATE

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL? Name the department \_\_\_\_\_

YES

NO

ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

The position will be a split position between EOP&S/CARE/CalWORKs: 50% EOP&S, 40% CalWORKs/TANF and 10% CARE.