

Classified Position Request Form

Instructions: Complete one form for each classified position requested

- New Position (not in last year's budget)
- Replacement Position (in last year's budget)
- Conversion Position (from grant to general funds not in last year's budget)
- Formerly Eliminated Position (not in last year's budget)

Title of Position Requested: Admissions & Records Technician III (Delano College Center)

Program/Department/Area: Dual Enrollment

Number of Hours per Week: 40

Number of Months per Year: 12

Brief Abstract: (How does position impact present area status, affect workload reduction, impact students or provide support/services?)

The Bakersfield College Dual Enrollment program has been experiencing tremendous growth over the past year. Even with the hiring of a permanent Program Manager, Department Assistant III and an Admissions & Records Technician I, program staff continue to be impacted daily with the needs of DE Partners. In addition, the DE Program supports two different service areas: Kern and North Kern. This position will be housed at the Delano College Center to support the needs of DE Delano Partners. Hiring this position will assist with the impact currently being experienced by Kern service area staff.

Rationale and Applicability to College Strategic Goals: (**Substantiate recommendations with data and the guidelines listed in the Budget Decision Criteria document and College Strategic Goals.** Does this need fulfill a compliance/mandated position, i.e. State, Federal, regulatory boards, contracts? Does this need address grant partnership commitments and/or critical community needs?)

Dual Enrollments aligns with the mission of Bakersfield College by contributing to the attainment of Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Data reflects that dual enrollment increases high school graduation and college enrollment and completion rates. In addition it supports the following strategic directions of Bakersfield College.

Student Learning –

Dual Enrollment provides eligible students in the Kern and North Kern Service area with an opportunity to obtain high school and college credit in courses that provide learning opportunities in skill-builder courses that increase the student's employment competitiveness and in transferable education courses that prepare the student to transfer.

Student Progression and Completion –

Dual Enrollment students earn high school and college credit that provides them with the opportunity to build their skills in high wage and high demand areas. It also provides stackable credential opportunities and a pathway to short-term certificate programs that can lead to degrees.

Academic Year	Sections Offered	Students Served	High School Sites	FTES	FTEF	Retention Rate	Success Rate
Fall 2017	153	Report unavailable	Report unavailable	Report unavailable	Report unavailable	Report unavailable	Report unavailable
2016/17	284	5664	24	655.9	13.2	96%	90.3%
2015/16	75	1661	8	194.6	7.3	96.3%	86.9%
2014/15	22	528	8	14.9	3.9	89.5%	80.7%

Impact on College/District if position is not filled: (Include how having the position or not having the position impacts FTES, services to students.)

Dual Enrollment is self-supporting using apportionment funding received from FTES generated by offering dual enrollment sections. Data supports a continuous upward growth since the college began offering Dual Enrollment courses in the 13/14 academic year. This position is important to continue program growth as it will allow for program scheduling and the handling of student enrollment issues in a timely fashion.

Total Cost:

Salary	\$46,650
Benefits	\$29,577
Computer/office space etc.	\$2,500
Total Amount:	\$78,637