

Administrative Structure Review

Frequently Asked Questions

Q: What is the purpose of this task force?

A: Accreditation Standard IV.A.10 says:

“The institution maintains a sufficient number of administrators with appropriate preparation and expertise to provide continuity and effective administrative leadership and services that support the institution’s mission and purposes.”

The Administrative Structure Review task force works to address this standard. The charge of the committee is to review the Administrative Organization and come up with recommendations in an open and transparent way. This includes having representatives from each of the employee groups as well as representation from each of the VP areas.

Q: How does the task force define a “New” position?

A: A proposed position may have been proposed previously and in some cases even filled. “New” to the task force means that the position was not funded for the current budget year.

Q: Why does this task force *only* review administrative level positions?

A: The committee’s responsibility is to review the administrative structure. There is a separate process for how the college reviews and votes on classified positions (via FCDC). The committee recognizes that hiring a manager often requires support staff, which is noted in our narrative document provided to College Council.

Q: What does it mean when positions are listed as “Title Change”?

A: There are typically two reasons for a proposed title change. First, the responsibilities of the current position have increased beyond the position’s scope of responsibilities; and second, many administrative positions are district level, meaning the pay is the same for certain positions at all three colleges. *Title changes* allow for expanding the scope of the position and correspondingly increasing salary. For example, a Director of Admissions and Records at the smaller colleges would have a fraction of the direct reports and students to support compared to the same position at Bakersfield College. To help address this inequity the task force may recommend requested title changes at the BC campus. The proposal would include adding an Executive Director position that includes increased responsibilities at the BC campus, and vacating and not-hiring the Director position. Financially this means the increase to budget is only the difference in pay and benefits between the two positions.

Q: Why does the task force review, seek feedback, and produce a final administrative position ranking if we do not know what the budget will support?

A: The committee rarely knows the budget for new positions. As a result, the task force discusses all the position justifications from the four administrative areas then anonymously votes to establish a ranking of all requested positions. The ranked positions represent the task force’s recommendations to college council and (once approved by college council) to the president’s office. This offers prioritized

recommendation should there be budgetary support for administrative positions. The recommendations are then available to assist the President's office in making administrative hiring decisions.

Q: How does the committee solicit proposals for new positions?

A: The task force is housed within college council. Members include administrators, classified, and faculty, along with representation from the President's Leadership Team, VP of Instruction's office, VP of Student Affairs Office, and the VP of Finance and Administrative Services. These representatives bring position and title change requests to the task force. Requests are accompanied with justifications and funding sources. The task force discusses the requests, solicits feedback, discuss again, then prepares a draft for College Council.

Q: Position requests have funding from the general fund (GUI) and Grants for specific positions/areas. If there is grant funding for a position why must it go through this request review process?

A: Grant funded positions need to be strategically aligned with the work of the college, such as with the Strategic Plan, Education Plan, Vision, and Mission of the college. The task force reviews all proposed positions in the same manner – will this serve our college now and the immediate future? We seek to ensure our recommendations are focused on the ability of BC's administration to meet student success needs.

Q: Does the task force consider the effect of the 50% law when considering adding new administrative positions?

A: Yes! Although it is difficult for budget analysts to demonstrate the *exact* impact on the 50% law the task force is always cognizant of the impacts higher administrators may have on the 50% law. The task force includes mention of the 50% law (positively or negatively) in the final analysis presented to college council.