

Position Justification

To: College Planning Council
From: Jim Clark
Date: February 10, 2014

The purpose of this communication is to make a request to modify the soon-to-be vacated position of Instructional Computer Lab Coordinator, Senior to that of Technical Services Specialist III. This would cost \$14,730.

The Sr. ICLC position is currently held by Greg Grunt, who is retiring at the end of March, 2014. Greg provides support for staff and faculty, student computer labs, instructional classrooms, infrastructure wiring closets, and servers at both CE campuses. His replacement will inherit these responsibilities, and it is expected that these responsibilities will increase with the planned expansion of adding media enhanced technology to 14 classrooms at Wake and Schott in the next year.

Greg's replacement will continue the role as the technical support lead for both Wake and Schott campuses. Additionally, I intend to place his replacement on a M-F 11:30am-8:00pm schedule during semesters in order to provide after-hours support to classrooms all 3 campuses (Wake, Schott, and Main Campus), which will help to address an ongoing need for evening support. Greg's replacement will also serve as lead on infrastructure projects for the District.

The demands of the expanded role will require advanced technical skills and the ability to function as the lead on all tier levels of support issues. This individual will be expected to work/respond independently because of the evening hours and the remote location(s), and therefore needs to have the authority and associated responsibility to lead projects and other staff when needed. It is imperative that this role be staffed appropriately to meet the needs and demands which routinely arise during this shift. The position of Technical Services Specialist III is more in line with these requirements.

Presently, the Academic Technology Support department is assuming the technical support of the instructional labs at CE. Therefore, the primary focus of Greg's replacement will be the support of staff, faculty and classrooms at CE, as well as evening support for all 3 campuses, and technical lead on infrastructure projects for all campuses. The job description for Technical Services Specialist III is a more appropriate fit for these requirements.

Greg is the last Sr. ICLC at the college, as this position has been deprecated. Allowing me to replace him with a Technical Services Specialist III meets a higher organizational need for the entire District, both in today's terms as well as going forward.



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Dean of Educational Programs Career Technologies

Please apply at <https://jobs.sbcc.edu>

Date

Month/Year-ED01

Application Deadline: Day, Date, PST

Major Duties & Responsibilities:

The Dean of Educational Programs is responsible to the Executive Vice President for Educational Programs and will serve as the academic and administrative leader for the following academic divisions, departments and programs which include both credit and non-credit courses and programs:

Health and Human Services Division

Alcohol & Drug Counseling
Allied Health (EMT and Medical Terminology/CNA)
Associate Degree Nursing
Cancer Information Management (CIM)
Early Childhood Education/Turner Grant Teacher-Ed Program
Health Information Technology (HIT)
Clinical Agreements and Licenses

Career Technology Division

Automotive Service & Technology
Computer Network Engineering
Construction Academy
Drafting/CAD Interior Design
Environmental Horticulture
Marine Diving Technologies
School of Culinary Art & Hotel Management
Water Science

Additional Assignments

Grant Development and Administration
New Program Development
Perkins
Regional Career Technologies Education (CTE) Representative
CTE Advisory Committees

Essential Functions of Position:

Minimum Qualifications: The candidate must meet one of these criteria:

1. Possession of a Master's degree; AND
2. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

Desirable Qualifications:

- Knowledge of career technical education issues, trends and policies, particularly as they pertain to community colleges.
- Ability to communicate needs of departments and technical programs effectively to senior management.
- Knowledge of and experience in career technical education.
- College/university teaching experience in one of the disciplines for which this position is responsible.
- Experience in working in a field related to assignments.
- Possession of excellent interpersonal communication skills and experience in conflict mediation.
- Experience and demonstrated leadership in the following areas: strategies for promoting student learning, retention and achievement while maintaining academic standards; application of technology and alternative delivery systems to instruction; curriculum development and evaluation; and professional development of faculty and instructional staff.
- Knowledge of and commitment to the mission of the California Community Colleges.
- Demonstrated success in grant writing, acquisition of grants and donations, and managing grant-funded projects.
- Demonstrated knowledge of management approaches that encourage creativity and promote teaching excellence.
- Ability to work collaboratively with faculty and staff and to function effectively in a shared governance environment.
- Knowledge and appreciation of the disciplines for which this position is responsible.
- Experience in working with students and staff from diverse cultural, ethnic, socioeconomic, academic and disability backgrounds.
- Ability to develop and manage budgets.
- Experience in working with community resources to generate support for college programs.
- Experience with applications of technology and alternative delivery systems to instruction.
- Ability to initiate and manage new instructional programs and projects.
- Experience in working with career technical education advisory committees.

Salary & Benefits:

The current salary range for the Dean of Educational Programs position is Salary Table 30, Range 163, \$110,592-125,124, plus an earned doctoral bonus of \$2,748. The Dean will increase one step each year and has the potential to reach the current maximum step of \$134,748. Starting salary is commensurate with full-time related, paid experience. In addition to salary, each full-time employee participates in a "cafeteria style" Health & Welfare Benefits Program.

Application Deadline/Screening:

Completed online applications must be submitted by Day, Date PST.

Required Application Documents: (The following required documents must be submitted electronically via the online application system.)

1. Online District Application form @ <https://jobs.sbccc.edu>
2. Cover letter addressing the applicant's experience and the desirable qualifications listed in this announcement.
3. CV or Resume.
4. Copy of college transcripts.**
5. Valid California driver's license required for this position.
6. A minimum list of three professional references, with contact information, is requested on the online application under "Professional References". A maximum of six professional references may be submitted if desired. These references will be contacted if you are selected as a finalist for the position. These references should be able to critically assess your work qualifications and job performance.
7. Letters of reference are not required. You may attach up to three letters of reference found under "Applicant Documents" in the field entitled, "Letters of Reference or Confidential Placement File".

**Please scan transcripts & certificates/licenses, if applicable, and submit electronically as attachments to your online application. If you experience technical difficulties attaching your transcripts electronically, please contact Human Resources for instructions. If you do not have a scanner, there are commercial facilities available to assist you with this process. All required documents must be submitted with your electronic application by the application deadline or your application will be considered incomplete and will not be considered.

****Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from an official USA certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to the online application. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

Application Procedure:

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You may attach additional supporting material to the online application under "Applicant Documents" section entitled, "Other." If you apply for more than one position, copies of all the required documents must be attached separately for each position. Applications and all documents submitted become the property of SBCC and are retained electronically.

Please Note: You will receive a confirmation number when your application has been successfully submitted online.

Selection Procedure:

Online applications will be initially reviewed by the selection committee, who will recommend candidates for personal interviews at SBCC. After the initial interviews have been conducted, the committee will recommend the top candidates to the Superintendent/President in writing within twenty-four hours after the final interview. The Superintendent/President may interview the recommended candidates and may conduct any further check of the candidates, as s/he desires. The successful candidate's name will then be presented to the Board of Trustees for approval in closed session.

Please Note: Santa Barbara City College regrets that applicants cannot be reimbursed for expenses related to the application or interview process, including travel expenses.

Accommodation for Applicants with Disabilities:

If you are selected for an interview and need special services or facilities to participate in the interview, please contact Human Resources. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

General Requirements to be submitted Upon Offer of Employment:

- Satisfactory results from prescribed job-related medical examination, including recent evidence of freedom from active tuberculosis.
- Satisfactory fingerprint report.
- Documentation verifying identity and United States citizenship or authorization that you have the right to work in the United States permanently and do not now or in the future require sponsorship by Santa Barbara City College or other hiring institutions.
- Official transcripts conferring college degrees indicated on the employment application.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:**ENVIRONMENT:**

Indoor office environment.
Frequent interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.

Ability to remain in a stationary position (sitting or standing) for an extended period of time.

Ability to reach above shoulder height to retrieve or file materials.

Reaching, bending and stooping to retrieve materials.

Mobility to travel between campus locations.

Lifting, carrying materials to and from different locations.

Pushing, pulling assistive tools for transporting materials.

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex materials.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College Students.

For the link to job opportunities and the online application, please visit our website at: <https://jobs.sbcc.edu>

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Interviews by Invitation Only*

SBCC is an equal opportunity employer committed to nondiscrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, marital, parental or veteran status, sexual orientation, pregnancy, gender identity, gender expression, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicants with disabilities who self disclose.



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Dean of Educational Programs (Languages, Physical Education and Technologies)

Please apply at <https://jobs.sbcc.edu>

Date

Month/Year-ED01

Application Deadline: Day, Date, PST

Major Duties & Responsibilities:

The Dean of Educational Programs is responsible to the Executive Vice President for Educational Programs and will serve as the academic and administrative leader for the following academic divisions, departments and programs which include both credit and non-credit courses and programs:

ESL and Modern Languages

ESL

School of Modern Languages

Physical Education/Health/Recreation

Dance

Health Education

Life Fitness Center

Physical Education

Recreation

Additional Assignments

Faculty Resource Center

Student Learning Outcomes (SLO) Coordination and Liaison to SLO-related Committee(s)

Faculty Professional Development including New Faculty Orientation

Distance Education Lead

Liaison with the Information Technology Division

Additional Responsibilities

Grant Development and Administration

New Program Development

Essential Functions of Position:

Minimum Qualifications: The candidate must meet one of these criteria:

1. Possession of a Master's degree; AND
2. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

Desirable Qualifications:

- Knowledge of career technical education issues, trends and policies, particularly as they pertain to community colleges.
- Ability to communicate needs of departments and technical programs effectively to senior management.
- Knowledge of and experience in career technical education.
- College/university teaching experience in one of the disciplines for which this position is responsible.
- Experience in working in a field related to assignments.
- Possession of excellent interpersonal communication skills and experience in conflict mediation.
- Experience and demonstrated leadership in the following areas: strategies for promoting student learning, retention and achievement while maintaining academic standards; application of technology and alternative delivery systems to instruction; curriculum development and evaluation; and professional development of faculty and instructional staff.
- Knowledge of and commitment to the mission of the California Community Colleges.
- Demonstrated success in grant writing, acquisition of grants and donations, and managing grant-funded projects.
- Demonstrated knowledge of management approaches that encourage creativity and promote teaching excellence.
- Ability to work collaboratively with faculty and staff and to function effectively in a shared governance environment.
- Knowledge and appreciation of the disciplines for which this position is responsible.
- Experience in working with students and staff from diverse cultural, ethnic, socioeconomic, academic and disability backgrounds.
- Ability to develop and manage budgets.
- Experience in working with community resources to generate support for college programs.
- Experience with applications of technology and alternative delivery systems to instruction.
- Ability to initiate and manage new instructional programs and projects.
- Experience in working with career technical education advisory committees.

Salary & Benefits:

The current salary range for the Dean of Educational Programs position is Salary Table 30, Range 163, \$110,592-125,124, plus an earned doctoral bonus of \$2,748. The Dean will increase one step each year and has the potential to reach the current maximum step of \$134,748. Starting salary is commensurate with full-time related, paid experience. In addition to salary, each full-time employee participates in a "cafeteria style" Health & Welfare Benefits Program.

Application Deadline/Screening:

Completed online applications must be submitted by **Day, Date PST.**

Required Application Documents: (The following required documents must be submitted electronically via the online application system.)

1. Online District Application form @ <https://jobs.sbccc.edu>
2. Cover letter addressing the applicant's experience and the desirable qualifications listed in this announcement.
3. CV or Resume.
4. Copy of college transcripts.**
5. Valid California driver's license required for this position.
6. A minimum list of three professional references, with contact information, is requested on the online application under "Professional References". A maximum of six professional references may be submitted if desired. These references will be contacted if you are selected as a finalist for the position. These references should be able to critically assess your work qualifications and job performance.
7. Letters of reference are not required. You may attach up to three letters of reference found under "Applicant Documents" in the field entitled, "Letters of Reference or Confidential Placement File".

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*****Foreign Transcripts:***

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Application Procedure:

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important that the online District Application form (Item #1 above) be complete and specific to fully indicate education, experience and other qualifications of the applicant. "See Resume" is not acceptable.

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Please Note: Santa Barbara City College regrets that applicants cannot be reimbursed for expenses related to the application or interview process, including travel expenses.

Accommodation for Applicants with Disabilities:

If you are selected for an interview and need special services or facilities to participate in the interview, please contact Human Resources. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

General Requirements to be submitted Upon Offer of Employment:

- Satisfactory results from prescribed job-related medical examination, including recent evidence of freedom from active tuberculosis.
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- Documentation verifying identity and United States citizenship or authorization that you have the right to work in the United States permanently and do not now or in the future require sponsorship by Santa Barbara City College or other hiring institutions.
- Official transcripts conferring college degrees indicated on the employment application.

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Working Conditions:

ENVIRONMENT:

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Frequent interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.
Ability to remain in a stationary position (sitting or standing) for an extended period of time.
Ability to reach above shoulder height to retrieve or file materials.
Reaching, bending and stooping to retrieve materials.
Mobility to travel between campus locations.
Lifting, carrying materials to and from different locations.
Pushing, pulling assistive tools for transporting materials.
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex materials.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College Students.

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Dean of Educational Programs (Business)

Please apply at <https://jobs.sbcc.edu>

Date

Month/Year-ED01

Application Deadline: Day, Date, PST

Major Duties & Responsibilities:

The Dean of Educational Programs is responsible to the Executive Vice President for Educational Programs and will serve as the academic and administrative leader for the following academic divisions, departments and programs which include both credit and non-credit courses and programs:

Business Division

Accounting Education
Business Administration, Management, Real Estate
Computer Applications and Office Management
Computer Information Systems
Finance, International Business
Marketing
Professional Development Studies

Economic Development

Economic Development Workforce Investment Board
Regional Career Technology Education meetings

Additional Assignments

Cosmetology Academy
21st Century Skills Institute
Contract Education
Scheinfeld Center for Entrepreneurship and Innovation
Grant Development and Administration
New Program Development

Essential Functions of Position:

Minimum Qualifications: The candidate must meet one of these criteria:

1. Possession of a Master's degree; AND
2. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

Desirable Qualifications:

- Knowledge of career technical education issues, trends and policies, particularly as they pertain to CPC 02/18/2014 community colleges.
- Ability to communicate needs of departments and technical programs effectively to senior management.
- Knowledge of and experience in career technical education.
- College/university teaching experience in one of the disciplines for which this position is responsible.
- Experience in working in a field related to assignments.
- Possession of excellent interpersonal communication skills and experience in conflict mediation.
- Experience and demonstrated leadership in the following areas: strategies for promoting student learning, retention and achievement while maintaining academic standards; application of technology and alternative delivery systems to instruction; curriculum development and evaluation; and professional development of faculty and instructional staff.
- Knowledge of and commitment to the mission of the California Community Colleges.
- Demonstrated success in grant writing, acquisition of grants and donations, and managing grant-funded projects.
- Demonstrated knowledge of management approaches that encourage creativity and promote teaching excellence.
- Ability to work collaboratively with faculty and staff and to function effectively in a shared governance environment.
- Knowledge and appreciation of the disciplines for which this position is responsible.
- Experience in working with students and staff from diverse cultural, ethnic, socioeconomic, academic and disability backgrounds.
- Ability to develop and manage budgets.
- Experience in working with community resources to generate support for college programs.
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Mobility to travel between campus locations.
Lifting, carrying materials to and from different locations.
Pushing, pulling assistive tools for transporting materials.
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex materials.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College Students.

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December 15, 2013

Josh Murray
Santa Barbara Community College District
721 Cliff Drive
Santa Barbara, CA 93109
jnmurray@sbcc.edu

RE: Bid Proposal #13110_R1 - Mitsubishi Ductless Heat Pump System

Thank you for the opportunity to provide you with a proposal for the installation of two (2) *three-zone* Mitsubishi Ductless Heat Pump Systems in your facility. As requested we have visited the site and developed the following scope of work for your consideration. Please review and advise if there are any changes prior to acceptance of this proposal.

Equipment: Qty. (2) Mitsubishi Outdoor Condenser Model MXZ-3B36NA-1 located on roof mounted on Dura-block supports. (2) Indoor Model MSZGE18NA (18,000 BTUH) high wall fan coils located on interior wall of open offices. (4) Indoor Model MSZGE09NA (9,000 BTUH) high wall fan coils on interior wall of each private office. System features include quiet operation, comprehensive remote controllers, easy to maintain hybrid catechin pre-filters, blue enzyme anti-allergen filters, and manual changeover from cooling to heating and adjustable airflow direction.

Included: Complete "turnkey" installation including refrigeration piping, dedicated 230v/25amp electrical circuits to condensing units from panel "D", indoor/outdoor unit interlock, individual condensate pumps, piping in interior "line hide" pipe covering, startup/test and owner instruction on use/maintenance. **Tremco certified roof patch**

Excluded: Painting, patching, permits

Warranty: Mitsubishi equipment has One Year Material & Labor Warranty; Manufacturers standard 5 year parts/7 year compressor warranty (excludes labor); Mitsubishi *Diamond Dealer* extended 2 year parts warranty

All Material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner, for the sum of

Eighteen thousand five hundred sixteen dollars-----\$ 18,516.00

Payment Due on completion

Respectfully Submitted,

Tom Reed
Digitally signed by Tom Reed
DN: cn=Tom Reed, o=Reed Mechanical Systems, ou=Reed Mechanical Systems, email=Tom.Reed@reedmechs.com, c=US

Tom Reed-President
Reed Mechanical Systems, Inc.

Accreditation Self-Evaluation Questions for the College Planning Council

February 18, 2014

Each major SBCC governance group and committee is being asked to respond to questions from subsets of the Accreditation Team soliciting a self-evaluation in relation to various accreditation standards. The questions below have been collected by the Accreditation Steering Committee for discussion by CPC.

As a reference, here is the description of CPC from the SBCC Resource Guide to Governance and Decision-Making:

The College Planning Council meets twice monthly to:

- Make recommendations to the Superintendent/President on the budget, the integration of planning and resource allocation, and other matters of the college
- Promote communication and foster an awareness among the students, faculty, classified staff and administration concerning the welfare, growth, and sustainable quality improvement at SBCC
- Identify common areas of concern that require further study and forward these to the appropriate governance or operational group
- Oversee the development, evaluation and integration of the Educational Master Plan
- Monitor compliance with accreditation standards related to college functions

Standard I: Institutional Mission and Effectiveness

Standard I.A.1: *The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.*

Question 1: How does CPC know that it is addressing the needs of its student population?

Standard I.A.4: *The institution's mission is central to institutional planning and decision making.*

SBCC Mission Statement:

As a public community college dedicated to the success of each student . . .

Santa Barbara City College provides students a diverse learning environment that inspires curiosity and discovery, promotes global responsibility, and fosters opportunity for all.

Question 2: How effectively is the mission statement reflected in the actions of CPC?

Standard I.B.1: *The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.*

Question 3: Does CPC maintain an ongoing, collegial, and self-reflective dialogue about the continuous improvement of student learning and institutional processes?

Standard III: Resources

Standard III.A.6: *Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.*

Standard III.B.2.b: *Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.*

Standard III.C.2: *Technology planning is integrated with institutional planning. The institution systematically assesses the effective use of technology resources and uses the results of evaluation as the basis for improvement.*

Standard III.D.4: *Financial resource planning is integrated with institutional planning. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement of the institution.*

Question 4: As the College's planning and governance body, is CPC effectively fulfilling its role in integrating human resource planning with institutional planning?

... in integrating physical resource planning with institutional planning?

... in integrating technology infrastructure and equipment planning with institutional planning?

... in integrating financial resource planning with institutional planning?

Standard IV: Leadership and Governance

Question 5: Please provide your thoughts on the following standards regarding Leadership and Governance:

Standard IV.A.1

1. *SBCC leaders create an environment for empowerment, innovation, and institutional excellence.*
2. *Staff, faculty, administrators, and students are encouraged to take the initiative to improve practices, programs, and services in which you are involved.*
3. *Participative processes are used when considering ideas for significant institution-wide or policy improvement.*

Standard IV.A.3

1. *Through our governance structures, processes, and practices, the board, administrators, faculty, staff, and students work together for the good of SBCC.*
2. *These governance processes facilitate discussion and effective communication among the college's constituencies.*

Standard IV.A.5

1. *Your body's role in the college's governance and decision-making processes is regularly evaluated and the results are used as a basis for improvement.*

Santa Barbara City College
 SIG Project Cost Worksheet

Includes the One College Project, Learning Communities, and Summer Term II
 January 22, 2014 v3

Fiscal Year/Project	Student Consultant # Weeks	Student Consultant # Trips	Technical Consultant # Weeks	Technical Consultant # Trips	Project Management # Weeks	Project Management # Trips	Workflow Consultant # Weeks	Workflow Consultant # Trips	Total Weeks/Trips	Labor	Total Cost	Total Cost
Fiscal 2013-2014												
One College	5	5	7	2	3	2	0	0	15	108,900	14,400	123,300
Summer Term II	3	3	0	0	2	1	0	0	5	36,300	6,400	42,700
Learning Communities	3	3	0	0	2	1	2	1	7	50,820	8,000	58,820
Fiscal 2014-2015												
One College	3	3	3	2	3	2	0	0	9	65,340	11,200	76,540
Summer Term II	2	2	0	0	1	1	0	0	3	21,780	4,800	26,580
Learning Communities	2	2	0	0	1	1	2	1	5	36,300	6,400	42,700
Totals	18	18	10	4	12	8	4	2	44	\$319,440	\$51,200	\$370,640

Proposed Reorganization to Replace the CE/Credit ESL Faculty Liaison Position with a 12 Month CE Certificated Coordinator Position

CE/Credit ESL Faculty Liaison Position

Backfill 30 TLUs: \$51, 861.00

Stipends for faculty to
work during intersession: \$30, 836.92

TOTAL: \$82, 697.92

CE Certificated Coordinator (salary level 140)

Annual cost of position: \$76, 344.00

11% payroll cost: \$8, 397.84

Family level district benefits: \$19,000.00

TOTAL: \$103, 741.84

Increased Cost to Support Certificated Coordinator Position:

(\$103, 741.84 - \$82, 697.92) = \$21,043.92