

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Doug Treadway
DATE: February 8, 2006
SUBJECT: Plan for Reorganization of Student Services Areas

In response to current vacancies and to more fully utilize existing talent in a more efficient manner, Dr. Jim Wright, Vice President of Instruction and Student Services, is proposing the following reorganization within the Student Services area to become effective February 15, 2006. This plan was developed in consultation with Ron Travenick, Associate Vice President for Student Services; Deanna Walston, Vice President for Administration and Technology; and Ralph Kindred, Associate Vice President of Information Technology. The plan has also been reviewed and endorsed by the College Council.

Enrollment Services and Institutional Research

Current structure:

Director of Curriculum and Scheduling	Mike Bowman	Reports to R. Travenick
SS Specialist III – Scheduling	Kimberly Robbie	Reports to M. Bowman
Administrative Assistant – Curriculum	Heidi Barkow	Reports to M. Bowman
Director of Admissions and Records	Vacant	Reports to R. Travenick
Director of Research	Vacant	Reports to D. Treadway

Proposed structure:

Dean, Enrollment Services and Institutional Research	Mike Bowman	Reports to R. Travenick
Director of Admissions and Records	Vacant	Reports to M. Bowman
SS Specialist III – Scheduling	Kimberly Robbie	Reports to Director A/R
Administrative Assistant – Curriculum	Heidi Barkow	Reports to M. Bowman

Since this reorganization results in fewer management positions, I am requesting the Mike Bowman be promoted internally from Director to Dean. The Director of Admissions and Records will be filled through a Title 5 compliant search.

President Doug Treadway will continue to provide leadership and direction to institutional research and assessment activities by regularly convening an Institutional Research and Assessment Team as described in the attached overview document.

Management Information Systems

The general college reorganization approved by the Board in February 2005 called for the new Associate Vice President of Information Technology to oversee the Management Information Systems reporting functions. Now that Ralph Kindred is in that position, we propose to transfer MIS Analyst, William Duke, from Student Services reporting to Ron Travenick to Information Technology reporting to Ralph Kindred.

One Stop Center

The general college reorganization approved by the Board in February 2005 called for the Director of the One Stop Center to report to Ron Travenick and then to transition to report to Leta Stagnaro, Dean of the Newark Center and Entrepreneurial Programs. Thus, we are now proposing that Yvonka Headley, Director of the One Stop Center report to Leta Stagnaro.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the Plan for Reorganization of Student Services areas.

Attachment