

OHLONE COMMUNITY COLLEGE DISTRICT

District Reorganization Plan 2005-06

The following is a proposed plan of administrative reorganization to become effective upon Board approval for some positions and no later than July 1, 2005 for all staff.

President's Office

Expand the duties of the Public Information Officer (Patrice Birkedahl) to include approval/ coordination of all publications of the District, marketing and advertising, and inter-campus communications including supervision of the Web Designer position. Change title to **Director of College Relations**.

Hire a **Director of Institutional Research** based on a revision of the former position of Director of Research and Planning.

Hire a **Director of Grants Development** to assist all departments in researching and submitting grant proposals for external funding support. Generate overhead from grants received to offset a portion of the costs of this position. Discontinue grants consultant.

Appoint a (full-time) **Dean for the Newark Campus** development and administration, reporting directly to the President. Leta Stegnaro would be assigned this responsibility in addition to her duties as Dean of Entrepreneurial Programs. Her responsibilities for Wellness, Athletics and Exercise Science would be re-assigned to Sharlene Limon, Dean of Health Sciences, whose title would change to **Dean of Health and Exercise Sciences**. Dean Limon would collaborate with Dean Stegnaro in development of the Newark Campus, especially in the areas of new program development in health sciences for the center and supervision of the health and exercise sciences faculty.

Fill the vacant position of **Director of the One-Stop Center**. This is Newark Center function and is funded through a grant.

The Executive Assistant to the President/Superintendent (Sarah Zentner) position has evolved into a set of new responsibilities and some change of role from the previous organization under the previous CEO. Change title and upgrade position to **Assistant to the President**.

Vice President, Instruction (Jim Wright)

Re-title the position **V.P. Instruction & Student Services/Deputy Superintendent**

Do not fill the vacant position of Dean of Learning Resources. Assign administrative responsibility for the Library/LRC to Mikelyn Stacey, and revise her title to **Dean of Language Arts, Library and Social Sciences**. Assign non-library services in LRC to Instruction and Information Systems.

Vice President, Student Services

Re-title the position **Associate Vice President Student Services** and appoint Ron Travenick to the position. AVP Travenick would report to the Vice President of Instruction and together they would reorganize the Office of Student Services without hiring a new administrator. Do not fill the position to become vacant of Director of Career and Transfer Center. Expand the duties of Michael Bowman, Director of Curriculum and Scheduling to include the Transfer Center functions. Upgrade the position to **Director of Curriculum & Enrollment Management**. Delete this title (Director of Enrollment Management) in front of the job titles for Director of Admissions and Records and Director of Financial Aid.

Appoint Martha Brown as **Dean of Counseling**. Martha has been serving as Interim Dean. (Due to financial necessity and reorganization, it is not required that there be an open search for the Dean. The interim dean position was made open to all interested internal applicants in the fall, 2004)

Vice President, Business Services and Deputy Superintendent

Re-title position **V.P. Administration & Information Technology/Deputy Superintendent**

Create a new position of **Associate Vice President for Information Technology** to replace the vacant position of Director of Information Systems. Assign current Assistant Director of Information Services for Administrative Computing, Jeff Villano, to **Director of Information Services** and do not replace his current position. Do not fill the vacant position of Assistant Director, Information Services for Academic Computing. Do not fill the vacant position Network Operations Manager. Replace with CSEA position. Assign duties of the former Dean of LRC, including Instructional Technology, Media Services, and distance learning to the AVP Information Technology. Add responsibilities for staff training to Sr. Human Resource Specialist positions.

Deans and Executive Deans

Streamline the titles, responsibilities and compensation schedule so that there is a single position level for all college Deans. Eliminate the title Executive Dean while keeping the salary schedule for those positions. Revise the duties and advance the other four deans to appropriate steps on the new composite salary schedule for all deans.

Positions to be left Vacant

Dean of LRC and Instructional Technology
Assistant Director of Information Services, Academic Computing
Director of Transfer and Career Services
Network Operations Manager

Positions to be Filled

Associate Vice President Information Technology
Director One-Stop Center/Career Services
Director Institutional Research
Director Grants Development

Positions to be Re-titled/Assignments combined

Vice President, Instruction & Student Services/ Deputy Superintendent
Vice President Administration & Information Technology/Deputy Superintendent
Associate Vice President Student Services
Dean of Language Arts, Library and Social Sciences
Director of Information Services
Director of Curriculum & Enrollment Management
Director of College Relations
Dean of Newark Center for Health Sciences and Technology
Dean of Health & Exercise Sciences

Interim Appoint to Contract Appointment

Dean of Counseling

Workload/Responsibilities Adjustments

Temporary 5% out-of-class to permanent: Assistant Director of Facilities
Adjustment and title change Executive Assistant to the President/Superintendent to
Assistant to the President.

Faculty and Staff Positions

Augment the administrative organization plan with faculty and staff assignments to
provide coordination and assistance to administrators where needed an appropriate.