Accreditation Response Team
Work Group #7

July 27 & July 31, 2012
NOTES

<table>
<thead>
<tr>
<th>Evidence: Administrative&amp; Classified Hiring Documents/Procedures; Ed Code Title 5, CCSF Org Charts; CCSF Job Descriptions; Org Charts from other single &amp; multi- college districts</th>
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</thead>
<tbody>
<tr>
<td>O = Observation</td>
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1) **Preparedness and experience of staff and administrators:**
Note: “Staff and administrators” refers to classified staff, unrepresented classified-, department chairs, and administrators.

**O:** Concerns were raised regarding the qualifications of staff appointed to positions with no hiring process, i.e.:

- administrative appointments
  - lateral transfers, interim appointments, and lateral transfers
  - transferring of services and/or programs to another administrator

- classified appointments
  - transferring staff to new area/department

**A:** Review current procedures for: a) hiring permanent administrators, b) appointing interim administrators; c) administrative upgrading, reclassifying, lateral transfers, and additional temporary duties; and d) classified staff hiring and transferring.

**A:** Enforce hiring procedures for all processes.

2) **Options for improving professional development:**

**O:** Professional Development for all employee groups

- initial training
- on-going training

**O:** Make in-house trainings available and/or send staff to external training sources/venues

**O:** Explore no-cost training opportunities, including providing training taught by CCSF faculty and encouraging participation in college accreditation teams via WASC

**A:** Reinstate and develop a schedule for former deans, department chairs, program Coordinators’ Orientations/trainings and expand for other employee groups as applicable:

- time schedule; preparing hourly paid assignment forms; faculty load
• hiring processes
• purchasing; budget monitoring
• student services
• understanding union contracts
• financial aid guidelines; hiring student workers: college work study & lab aides
• developing courses
• Banner training

A: Fund & reinstate professional development funding for all employee groups

3) **Leadership development:**

O: Chancellor formed leadership team and team had initial meeting

A: Expand Leadership Training topics
  • include supervisory/management training

A: Evaluate/assess training

4) **Ensuring administrative and staff positions are included in college’s planning process:**

O: Incorporate staffing as a component of Program Review (for both staffing expansion and/or reduction)

5) **Barriers to administrative authority:**

O: Perception that individuals were not rigorously evaluated when appointed to interim and or other promoting appointments; leads to potential lack of credibility.

O: Budgets – administrators need to have authority to oversee their departmental resources, budget, and staffing.

O: Chain of Command is not always adhered to.

O: Shared Governance committees serve in an advisory capacity to administrators; administrators should consider Shared Governance feedback but still reserve the administrative authority to make decisions but need to be held accountable.

O: Need clear definition, understanding and communication of respective roles and responsibilities for Board Members, administrators, and the Shared Governance committees.

A: Develop a list of observations to share with Work Group #13 – Barriers to Decision Making

6) **Administrative evaluation process:**

O: Reconsider the need for and appropriateness of the Administrative Evaluation Oversight Committee.
A: Research best practices and recommend rigorous evaluation procedures across all employee groups.

7, 8, & 9) Organizational structure, etc.:

A: Research and review administrative organization of single and multi-college districts (sites to review include the Bay 10, Miami Dade, Maricopa, Pima, San Diego, LA).

A: If Chancellor approves, conduct an anonymous employee survey to assess existing administrative structure and solicit recommendations.

A: Explore both division, school, and department level changes and recommend changes based on findings.