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| 1) **Assess adequacy of staff & administrators** | • 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  
  • Enforce hiring procedures for all processes.  
  • Communicate to the Program Review Workgroup the need for including data-driven requests/recommendations for staffing expansion and reductions in the program review template, if not already addressed | 8/7/12 mtg:  
**Admin Hiring Procedures**  
Attach updated Appendix A – Composition of Hiring & Eval Comm add Flowchart  
Review other District’s Hiring Proc.  
For Interim and Acting Administrators  
**Classified Hiring Procedures**  
Add to procedure documents: delineation of functions between Budget & HR and provide contact #’s  
**Classified Vacancy Review Group (VRG)**  
**O:** Recommend a Committee Composition/Structure for VRG  
**R:** SEIU Contract Language  
Add: regular scheduled mtgs., timeline/calendar, including response to requestor, and appeal process | HR to provide updated Appendix and Flowchart  
HR to request/gather, share info from other Districts  
HR add to documents/flowchart | Implement recommendations at the committee level |
| 2) **Assess experience of staff & administrators** |  
  3) **Reorganize as needed** | | | |

**8/8/2012**
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| 1, 2, and 3 continued | • Research and review administrative organization of single and multi-college districts  
• If Chancellor approves, conduct an anonymous employee survey to assess existing administrative structure and solicit recommendations  
• Explore division, school, and department level changes and recommend changes based on findings | Reviewed various single & multi-District org charts  
**DIVISIONS:** Workgroup recommends the following VC’s:  
VC Academic Affairs, VC Administration & Finance, & VC Student Learning Services | 08/10/12  
Workgroup to work on organization structure of the following divisions: Chancellor, Student Development, Administration & Finance, Research & Planning  
**DATE TBA**  
Workgroup to work on organization structure of Academic Affairs division  
explore recommendation to split Academic Affairs division into two separate divisions: Instruction  
Campuses |  |
| | **CAMPUSES:**  
A: Identify criteria by which a campus is defined, i.e., enrollment, # classes offered, full-range services offered |  |  |
| | **DEPARTMENTS:**  
O: Combine departments by “discipline-related” versus by size of FTEF’s |  |  |
| | **GRANT FUNDED POSITIONS**  
O: Mixing grant & hard $ should NOT be permitted & NO life-time benefits recommendation: propose rules/policy for managing Grant funded positions’ funding |  |  |
<p>| | <strong>ACCESS REPORT – RE:</strong> Department FTE Enrollment, Complexity from Fabio Grant Review Sub Committee – Request copy of findings and review, Include reviewing allocation of indirect funds generated from grants |  |  |</p>
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| 4) Integrate planning and institutional program reviews and planning and link to budget | - Reinstate and develop a schedule for Orientations/Trainings for deans, department chairs, program coordinators, and expand for other groups as applicable  
- Develop a schedule for delivery of and expand required Leadership Training topics, include supervisory/management training  
- Evaluate/assess training  
- Reinstate professional development funding for all employee groups  
- Develop a set of recommendations to reinstate a centralized professional development office  
O: Explore developing a Mentorship Program for new deans, department chairs, managers, supervisors, etc. consider: asking retirees’ to train/guide new staff re: expertise, historical knowledge | | | |