TASK 1: Accurately assess the preparedness & experience of staff and administrators

Discussion: What evidence is the group showing in addressing TASK 1?

Consensus reached:
1) To seek outside assistance to conduct a review of the background and experience of current administrators: a) serving in interim appointments; b) that were laterally transfers to other administrative positions; and c) performing additional duties in other administrative position.

Additional Recommendations:
1) To enforce a hiring process for all administrative appointments; consider a shorter internal hiring process. The group recognizes that the Chancellor has some authority under Title 5 §53021 to upgrade, reclassify, rename, or laterally transfer and administrator/administrative appointment.

TASK 7: Assess the effectiveness of the current administrative organizational structures in terms of logical reporting lines appropriate for decision making.

Discussion continued on the Administrative Structure – Reference Org Charts for the following Divisions: Request to chart Classified Managers and Classified Supervisors with Administrators on Org Charts - Refer to Santa Monica model

**Chancellor Division**
Reference – Administrative Chart – Draft

**Fundraising**
Foundation

Group discussed relationship (positives and negatives) in working with the Foundation members.

Current Fundraising administrative position [Current admin position: Dean Community Relations/Development & Protocol]

Question rose as to need for internal administrative position versus Foundation’s role/function - redundancy?

Recommendation made to review the value of the position and/or refocusing the position to make it valuable to the District.

**Grants**
The Grants office is no (Resolution 120823-FX) longer in the Research & Planning Department, and the Dean Grants and Resource Development will report directly to the Chancellor.
**Vice Chancellor Finance & Administration**

Reviewed current structure and discussed the following ideas:

Recommend that Purchasing [Procurement] go back to reporting to the CFO.
Recommend that the vacant position: Superintendent, Maintenance, Buildings, and Grounds revert to a high-level Classified Managerial Position (reference Jim Keenan’s Classified position).

Discussion regarding the need for an ombudsman-position type to serve as liaison between Instruction and Accounting – may be problematic as it would possibly create an additional level of bureaucracy with no authority for implementing change – rather work to ensure that the culture of the Business Departments change to become customer service driven.

**TASK 9: Within Student Success, identify options for bringing all student services together as one unit to more effectively serve students**

Discussion continues on the Student Services Division.

**Student Services Division**

Recommendation was made to consider moving the Matriculation & Enrollment office under Admissions and Records.

Kristin to forward Administration Association Small Group and Continuing Student Counseling Department Faculty Discussion ideas to group for consideration at 9/10/12 meeting.

Additional Ideas:
Cross training
Bilingual counselors should provide services at Centers that provide services to high populations of students with specific language needs
Center Deans’ authority over allocation of resources needed to best service students
Rotation of counselors to centers

Discussion: Concern regarding supervision – no one knows who supervises who – reporting supervisor may be located at different site.