

Classified Senate Draft Proposal for Phase II & III Institutional Reorganization

This is a proposal by classified staff at Norco College for the second and third phases of the reorganization. Upon approval from the classified body, the Classified Senate will convene a subcommittee to work on this proposal to submit to college administration as part of the resource development conversation for Norco College.

Future Planning – In order to support our students and the institution, classified staff have determined that as part of the discussion for future planning, support is needed in areas all across campus from the Veterans Resource Center to the Transfer Center to Technology Support Services. As part of Phase II or III, depending on the funding, classified staff plan to discuss further the idea of creating an Office of Development that would potentially develop into a division of Strategic Planning and Development.

Phase II (*Needs to be funded in the next resource cycle*)

- Counselor Coordinator in CalWorks
- Educational Advisor (PT) for Enrollment & Testing Services
- Financial Aid Senior Advisor in Student Financial Services
- Psychologist for Health Services
- Assistant Athletic Director in Student Life
- Educational Advisor for High School Programs & CREST
- Administrative Assistant II for DRC Director
- Counseling Program Assistant in Counseling
- Instructional Designer in Library & Learning Resources
- Veterans Services Clerk in Veterans Resource Center
- Enrollment Services Coordinator in Admissions & Records

Phase III (*longer term planning in the next two to three years*)

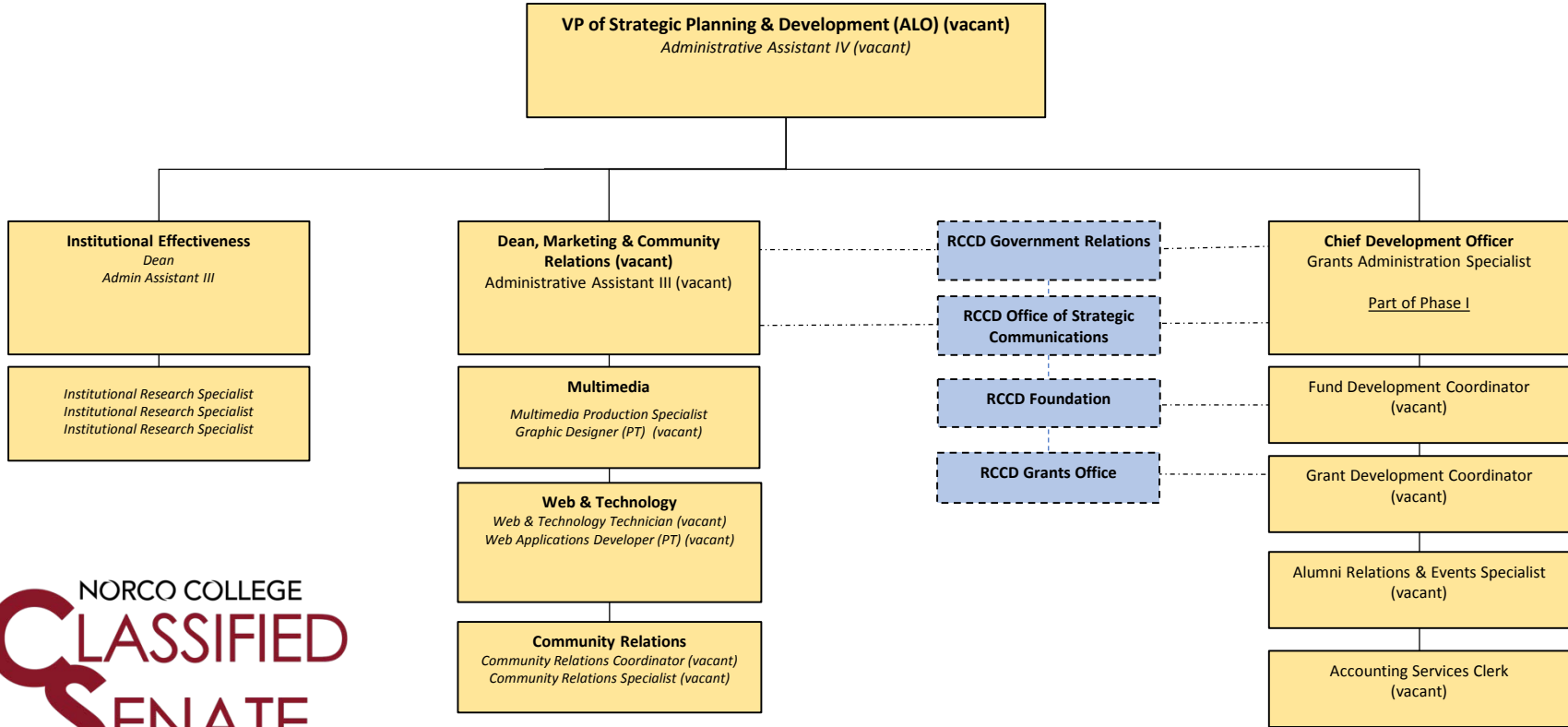
- Education Advisor for Transfer Center
- Transfer Center Director for Transfer Center
- CalWorks Specialist
- Information Technology Analyst in Technology Support Services
- Outreach Specialist (PT) in Student Financial Services
- Student Activities Clerk in Student Life
- Online Educational Resources Technician in Library & Learning Resources



Grant Funded Positions – The college needs to have a discussion about grant funded positions and institutionalizing positions that are needed long-term for student success, access, and equity as well as fundamental needs. A plan is needed for permanent funding.

- LRC Director – Grant funded ending 2020
- Supplemental Instruction Coordinator – Grant funded ending 2020
- Tutorial Services Clerk – Grant funded ending 2020
- Administrative Assistant III in Library – 55% Grant funded
- Institutional Research Specialist – 50% BSSOT ends 6/30/19, 25% TAACCCT ends 9/30/18
- Institutional Research Specialist – 60% STEM grant ends 9/30/21
- STEM Services Developer – Grant funded ending September 2021
- STEM Grants Administrative Specialist – Grant funded ending September 2021
- STEM Outreach Specialist – Grant funded ending September 2021
- STEM Student Success Coach – Grant funded ending September 2021
- Employment Placement Coordinator in ACE- 100% Strong Workforce ends 12/31/18
- Outreach and Recruitment Specialist in ACE- 50% Strong Workforce ends 12/31/18, 50% Prop 39 Grant ends 12/31/18
- Student Success Coach in ACE-25% TAACCCT ends 9/30/18, 75% Strong Workforce ends 12/31/18
- Student Success Coach in ACE- 100% Strong Workforce ends 12/31/18
- Marketing & Media Technician – 90% Perkins ends 6/30/18
- Educational Advisor in JFK Middle College Program– 75% MCHS ends 6/30/20 and 25% Dual Enrollment/CCPT ends 6/30/19
- Grants Administrative Specialist in High School Programs – CCPT grant ends 6/30/19
- Outreach and Recruitment Services Specialist in High School Programs – CCPT grant ends 6/30/19

Draft Future Phase III for Discussion



This is draft part of the PHASE III plan depending on funding raised by the Development Officer. Details need to be worked through with staff input.

DEPARTMENT NOTE: This is future department depending on fundraising in a future phase. If funded, this department will oversee all fundraising, government relations, community relations, alumni affairs, business and industry relations, initiative development, grants development, and resource development. Marketing services are for internal college promotions as well as external marketing efforts to draw students to Norco College. The Community Relations division will coordinate with Outreach Specialists on campus to coordinate marketing materials, outreach calendar and efforts, and input/feedback.