**Madera Center/Oakhurst Campus-Reedley College Transition Plan Update**

**October 16, 2012**

**Terry Kershaw, Consultant**

The table below is an updated version of the areas identified as needing attention relative to the transition of the Madera Center/Oakhurst Campus to Reedley College.

Area the needed to be addressed as part of the transition plan

1. Initial assumptions that were present between the MC/OC and RC administration
2. Current status of the area based upon data identified by T. Kershaw
3. Recommendations from T. Kershaw regarding further improvement
4. Priority status with green=completed (on-going); yellow= continue to improve and complete; and red=immediate action needed (e.g. plan, clarification, etc.).
5. Current Update

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| **Area/Position** | **Initial Plan Assumption** | **Current Status** | **Recommendations** | **Priority Status** | **Updated as 10-16-12** |
| 1. LVN-RN Program Director
 | Continue to utilize Bridgette Heyne | Bridgette Heyne is Temporary DirectorFunded through COCCC grant | Consider RC instructor (T. Souza) becoming Director once approved by licensing board | Green | None |
| 1. Librarian
 | 14 hours/week position | Mr. Thomas Woods is being hired to work two days per week | RC Librarian needs to provide staff development training and orientation. | Green | Hiring process in final stages. |
| 1. Child Development Coordinator
 | RC Coordinator will assume role for the MC | Marcy Davidson has assumed coordination role. | Dean of Instruction for the MC needs to be part of meetings and planning. | Green | Discussion |

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| 1. Faculty Split Assignments
 | Remain with current MC/WI splits for the Criminology and Sociology positions for the 2012-2013 academic year. | Current split in place. | One FT position funded at the MC (Criminology- Garry Elliott) and one FT position funded for the WI Center (Sociology- Robin Huigen) Continue to split assignments. | Yellow | Discussion to deviation of original transition plan (moving both positions to WI Center). Original plan was to keep one position (Criminology) funded at the MC and one funded at the WI Center (Sociology). |
| 1. Counselor
 | Counselor hours (16) would be moved to WI.  | Completed.Gap is filled through grant-funded counselors. | None | Green | Completed |
| 1. Nurse
 | Continue PT nurse (14 hours). | Nurse hired for 19 hours | None | Green | Completed |
| 1. Psych Counselor
 | Eliminate | No position | May have funds through CASRA grant to fund PT position | Yellow | Hiring Committee and process in place for screening |
| 1. Psych Intern
 | Eliminate | No Position  |  | Yellow | Discussion as to this being part of the Psych Counselor duties |
| 1. FT Political Science Instructor (MC)
 | Position and funding remain at the MC.Backfill with schedule C faculty for the 2012-2013 academic year.  | Schedule C faculty has filled the position.  | Determine if FT or Schedule C faculty will be used for the 2013-2014 year. | Yellow | Funding is part of the MC budget but dependent upon 2013-2014 budget as to filling position with full time or part time faculty. |

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| 1. Administration
 | Continue with Dean of Instruction and Dean of Student Services reporting to VP. | Dr. Chin due to Interim VP Position at WI moved to the WI Center in the Interim VP position spends two days a week at the MC.RC Deans rotate weekly at the MC.Interim President and Interim VP rotate at the MC.Result is a lack of continuity, leadership and communication with the faculty in the day-to-day operations at the MC. | Dean of Instruction needs to be FT at the Madera Center as soon as possible due to both campus responsibilities and community involvement (e.g., Chamber of Commerce, WIB).Interim VP and Interim President continue rotating one day a week.If Dean of Students position becomes vacant, consider Director of Student Services reporting to the Dean of Instruction.l  | Red | Until determination of VP Position for the WI Center is approved, no decision can be made.  |

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| 1. Business Operations Coordinator
 | Hire a 19 hour/week coordinator to oversee budget, operations, custodial staff, and facilities. | Position not filled.VP of Finance spends one day/week at the MC. Accountant/Auditor spends one day a week at the MC. | Hire PT Coordinator.Continue having VP of Finance and support staff report one day a week at the MC until coordinator can be hired.Once hired, Accountant/Auditor will not need to spend one day a week at the MC.May not need VP of Finance at MC a full day as well | Red | Looking at budget to support position. |
| 1. College Center Activities Assistant
 | Continue PT position at the MC (14 hours) | In process of hiring assistant. WI Assistant spending two days/week at the MC | Fill the position as PT Permanent.Continue to split WI position until a permanent position is hired. | Yellow | Position has been initially approved for BOT approval. |
| 1. Health Services
 | Continue with 19 hours/week coverage | Position filled | None | Green | Completed |
| 1. Student Services Specialist-AR
 | 19 hour position budgeted  | RC personnel spending one day/week at MC. | Re-visit need for a PPT position in light of RC personnel providing oversight.OAIII vacant position in AR can be split to assist in A/R and the Adm. Aide to President and VP. (P. Fitzgerald). | Green | OAIII vacant position is in process of being approved and duties identified which will support the Adm. Aide (P. Fitzgerald).Suggest the OAIII physically work next to P. Fitzgerald along with A/R when needed. |
| 1. Learning Resource

Assistant | Continue | Completed | None | Green | Completed |
| 1. OAIII- Madera Office of Instruction
 | Replace vacant position with FT permanent. | Completed | Have rotating Deans report to her instead of P. Fitzgerald. | Green | Need to ask the Deans to use AV Room 101E as their base. |
| 1. Organizational Reporting of Deans
 | Report to VP | Completed | None | Green | Formal meetings with the Deans and VP of Instruction are in the process of being established.Consider assigning some duties to VP of Finance to lessen the load on the VP of Instruction. |
| 1. Dept. Chairs-Faculty Alignment
 | Determine alignment of MC to RC | Completed. Two Div. Reps from MC  | None  | Green | Provide compensation to the Div. Reps for spring 2013 semester.Provide training on their duties with an emphasis on communication to the faculty. |
| 1. MCCAP
 | Continue Madera Program | Cohort is in place but concerns about too many high school students placed in a class. | Work with Deans to adhere to original concept of having a maximum number of h.s. students in class limited. | Yellow | Completed |
| 1. Grants Oversight
 | Continue to monitor those tied with the WI Center. Coordinate MC grants with RC | On-going coordination between Deans and Coordinators. | None | Green | New Upward Bound -STEM grant being addressed. |
| 1. Honors Program
 | Funding for the MC Program continue through foundation  | Not Completed | Dean of Students needs to work with Foundation to identity funds.Identify Honors Program faculty coordinator | Yellow | Working on committee composition and funding through the Foundation. |

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| 1. Scholarships
 | Continue with MC/WI until the scholarships can be separate. | Separate ceremonies successful. | Dean of Students coordinates with RC. | Green | Completed |
| 1. Commencement 2013
 | Determine ceremony during fall 2012 semester. | No progress | Assign Dean of Students to work on options and budgets for the 2013 ceremony through a committee. About $7,000 needed to duplicate existing ceremony at the MC. | Yellow | Dean of Student Services in process of working with a commencement committee to identify options for commencement 2013 and budget. |
| 1. Literary Art Journal
 | Continue collaboration with the MC and WI faculty. | No progress | Assign Deans of Instruction at the MC and WI Centers to work with faculty on a plan during fall semester. | Yellow | Steve Norton contacted and asked to meet with WI faculty to receive buy-in on the project.Dean of Instruction (RC) will report on the findings. |
| 1. Finances-Reserves
 | Allocation equitable between MC and WI to support technology plans. | Reserve plans and budgets completed.Issue needs to be resolved relative to Measure E funds. | Measure E funding should address the facility needs at the MC as compared to technology needs which are addressed in the technology plan. | Yellow | Discussion |

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| 1. Budget
 | Allocations between MC and WI Center completed in June, 2012. | Some areas of the budget for the MC were not specific line items so clarification needs to take place (e.g., staff development, commencement, Lottery, student activities). | Finalize 2012-2013 budget and meet with MC campus leadership to explain allocations.Use RC process in the development of 2013-2014 Lottery and xxo budgets. | Yellow | Town Hall meeting held to discuss budget.Allocations have been given to Division Representatives and the VP of Finance and Deans are meeting with Budget Committee relative to the improving the communication process regarding budget processes. |
| 1. Tutorial Center
 | Maintain level of services for fall semester.  | Confusion regarding sources of funds (xxo and grants) | Fund existing level for fall semester and assign Dean of Students to assist in reducing budget & services for spring 2013. | Yellow | In process |
| 1. New Faculty Priorities Process
 | Not determined | Working with RC and development of process. | Dean of Instruction will work with RC in determining a prioritized FT faculty list for the MC.  | Yellow | In process |
| 1. Class Schedules
 | Individual schedule for MC/OC | In progress | None | Green | In process |

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| 1. Madera Community Contacts
 | Assign administrators to key committees and boards | Completed | Dean of Instruction position critical to maintaining connections with community and K-12 partners (e.g., Chamber of Commerce Board of Directors & Ed/Business Committee; WIB, MCOE Superintendents, etc. | Green | Completed. |
| 1. SLO/Program Review
 | Connect MC with RC | CompletedMC has SLO coordinator. | None | Green | In process |
| 1. Faculty Association
 | Maintain with connection to RC Academic Senate | Completed | None | Green | Completed  |
| 1. Future Seniority for Adjunct Instructors
 | Bargaining unit and adm. Need to develop contractual agreement. | Completed in place  | None | Green | Completed |
| 1. Student Services
 | Maintain level of services for financial aid, EOPS, Veterans, etc. | RC directors administer MC financial aid, EOPS, Upward Bound.  | MC Dean of Students can accept additional responsibilities since some of these duties have been assumed by RC.  | Green | Process of identifying additional duties for Dean of Students |
| 1. Shared Online Courses
 | Continue to share with RC | Working on Spring 2013 | None | Green | In process |

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| 1. Committee Structures
 | MC Faculty Association coordinated with RC. | Need to finalize operating agreements and chart for handbook. | None | Green | In process |
| 1. Classified Senate
 | MC coordinates with RC | MC representative recently retired | Identify new MC representative | Green | Need to identify. |
| 1. META Learning Community
 | Continue | In place  | None | Green | Completed |
| 1. Employee Recognition Ceremony
 | Determine need for 2013 | TBD | Meet with District staff to plan for spring 2013. | Yellow | Dean of Student Services to meet with D. Clerou |
| 1. MC/OC Strategic Plan
 | Incorporate MC/OC into RC plan | In progress | None | Green | In process |
| 1. Master Gardener
 | Continue | Communication regarding planning is needed | Dean of Instruction and Asst. VC of Facilities work with Madera Co. Office | Yellow | In process |
| 1. Fall Opening Day
 | Include with RC | Completed | Work with MC administration in planning for duty days. | Green | Completed |
| 1. Instructional Student Aides
 | Maintain same level of services | Completed | None | Green | Completed |
| 1. Campus Marketing, Promotion and Identity
 | Maintain separate identity for MC and OC while being under RC. | Issue with changing logos and colors to match RC | Determine graphics, marketing plans and budget for MC & OC. Additional work may justify moving RC position to equivalent of FCC. | Yellow | In process |

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