Napa Valley College
Proposed Reorganization for Counseling Division
July 2, 2014

INTRODUCTION

The Counseling Division provides a variety of services to students, including orientation, academic advising, personal and career counseling, educational planning, follow-up, and instruction in the areas of Human Services and Addiction Studies. While the division includes all faculty and support staff, counselors in EOPS/CARE/CalWORKS are directly supervised by the dean of that area since the faculty hired under those categorical programs must meet specific mandates. These counselors participate in division meetings and activities and work collaboratively with other faculty and staff in the division, as do grant-funded counselors who report to grant administrators.

While categorically-funded and grant-funded counselors and support staff focus on special student populations, other division faculty work out of the Counseling Center and the Career/Transfer Centers in the 1300 Building and support the general student population. In the case of the DSPS Counselor who is housed in the Counseling Center, only DSPS students can be served by this faculty member.

Currently, the division has a faculty-elected division chair who has 50% reassigned time to oversee the division. Another faculty member has 30% reassigned time to coordinate the Career/Transfer Centers. With the additional requirements of the Student Success and Support Program (SSSP), along with the day-to-day oversight needed for the Counseling Division, an administrative position is being recommended in lieu of a division chair. The Counseling Division supports this change in administrative structure.

Under the new structure, a faculty member would receive reassigned time or compensation for counseling coordination, with duties focused on academic and professional matters, including, but not limited to: curriculum and program development, course offerings, hiring and evaluation of part-time faculty, and outcome assessment. Reassigned time/compensation for faculty to perform these duties will be determined based on consultation with division faculty and the Faculty Association.

CURRENT STAFFING PATTERN

Administrative Staff

None—50% Faculty Reassignment

Faculty – Full-Time

8.0 FTE – Counseling (excludes DSPS, STEM, WAIll, EOPS/CARE/CalWORKS)

Faculty – Part-Time (based on Spring 2014 activities)

2 Counselors
6 Instructors
Classified Staff – Regular (excludes categorically-funded personnel)

1.0 FTE Secretary II, Counseling (Range 15.5)
1.0 FTE Secretary IV, Counseling (Range 19)
1.0 FTE Student Services Specialist, Transfer Center (Range 21)
0.925 FTE Secretary II, Career/Re-entry Center (Range 15.5)
0.50 FTE Secretary I, Transfer Center (Range 14)

TOTAL FTE OF REGULAR STAFF: 12.425

PROPOSED STAFFING PATTERN

Administrative/Confidential Staff:

1.0 FTE Dean, Counseling (Range 17)

Faculty – Full-Time

9.0 FTE – Counseling (includes one new hire for Fall 2014 and excludes DSPS, STEM, WAIII, EOPS/CARE/CalWORKS)

Faculty – Part-Time

To be determined based on division needs

Classified Staff -- Regular:

1.0 FTE Secretary II, Counseling (Range 15.5)
1.0 FTE Secretary IV, Counseling (Range 19)
1.0 FTE Student Services Specialist, Transfer Center (Range 21)
0.925 FTE Secretary II, Career/Re-entry Center (Range 15.5)
0.50 FTE Secretary I, Transfer Center (Range 14)

TOTAL FTE OF REGULAR STAFF: 14.425

RATIONALE

The proposed reorganization provides for full-time administrator to attend to the multiple needs of the division, including personnel management, budget development and oversight, and the implementation of SSSP requirements. Reducing the amount of faculty reassigned time will provide even greater support to students as there will be more individual counseling services available.

With the cost savings from a reduction in reassigned time and additional funds from SSSP, it is anticipated that this reorganization will be cost-neutral to the general fund. It should be noted that the cost of all positions in the proposed staffing pattern have been included in the Tentative Budget.