



Office of the President

To: Dr. Dan Clark, Academic Senate President; Sebastian Szczebiot, Classified Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Administrative Council
Date: February 22, 2022
Re: Administrator Priority Fall 2022

Fall 2022 Administrator Hiring Plan

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Administrator requests. We have also considered the current needs of the college to support student success.

The following positions have been prioritized for possible hire depending on funding in the 2022-23 academic year by the Executive Team.

Position	Rationale
Assistant Director of Facilities, Maintenance, and Operations	This position would take on the role of supporting the FMO Director in management of campus improvements, maintenance, and outside contract work on various improvement and renovation projects as well as new construction projects. Would also lead Department supervisors in day-to-day operations.
College Business Manager	The administrative functions of the Vice President Business & Administrative Services office have grown over the past several years. An increase in categoricals, grants and capital projects requires more budget oversight, direction of fiscal activities and agency reporting. The planning, organizing and oversight of campus safety measures has increased as we've become more focused on preparing for natural disasters, campus violence and general safety issues. Efforts to improve efficiencies and performance in the division require more time on managing campus-wide business services-related projects. This position will assist the division in addressing these needs and allow the VP of Business Services to focus on strategic planning, budget alignment and facilities planning.

Please share this information as appropriate. Thank you for your contributions to the prioritization process.