

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

## 2019-2020

Internal Use

#: 2019-02

Requester Name: Tamica Ward

Division Name: Enrollment Services

### SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Director of Financial Aid (see attached approved job description)

Position Will Reside in Division/Unit:

Enrollment Services Division / Student Services Unit

Indicate To Whom this Would Report:

Tamica Ward, Dean of Enrollment Services

Indicate if this position or a similar position has been presented to RAC previously and in what years:

This position has been presented to RAC during the 2018-2019 Academic Year. The position was not filled due to a similar position already filled at Las Positas College. However, we anticipate the current position being vacated within the next two years and we want to have a plan of action.

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

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Las Positas College

OCT 17 2019

Administrative Services  
Office of the Vice President

Increase for an existing funded position

From:  9  10  11 Months

To:  10  11  12 Months

OR From: \_\_\_\_\_ % to \_\_\_\_\_ %

Name of Person Currently Holding Position: \_\_\_\_\_

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: \_\_\_\_\_

Number of Months per Year: \_\_\_\_\_

## **SECTION 1: PROGRAM NEED**

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**What key responsibilities would this person assume?**

The Director of Financial Aid is responsible for the development, direction, supervision, fiscal management, compliance, and evaluation of a comprehensive financial aid program, including the following services: administration of all federal and state grants, administration of the California College Promise Grant and fee waivers, college work-study, student loan management, scholarships, and financial aid outreach.

**List other Personnel in the Unit (i.e. with shared or similar responsibilities):**

Andi Schreibman, Financial Aid Officer at Las Positas College, currently is assigned all of the responsibilities referenced above but is not recognized as a Director of Financial Aid and therefore not a member of the management team at Las Positas College.

If this position is approved, steps will be taken by Las Positas College in conjunction with the Human Resources Office to convert from a classified supervisory position to a management position.

## **SECTION 1: PROGRAM NEED (contd)**

**Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.**

The Financial Aid Office has grown significantly during the past six years. The number of applicants, the number of awardees, the number of state financial aid programs to manage, and the dollar amount associated with federal and state financial aid and local scholarship has increased significantly. Las Positas College receives thousands of financial aid applications by means of the Free Application for Federal Student Aid (FAFSA), California Dream Act Application (CADAA), and the over-the-counter or paper-based fee waiver applications. The Financial Aid Office has also had to implement new state-based financial aid programs including the Full-Time Student Success Grant to help students complete their studies at an accelerated rate at the college. The dollar amount of financial aid and scholarships has risen as the maximum dollar amount has risen per federal or state law and so too has the scholarship dollar amount due primarily by the Mertes Bequest that allocated hundreds of thousands of dollars to be awarded to new, continuing, and transferring students. The Financial Aid Office has also recently hired three new full-time Classified Professionals (two Financial Aid Advisors II and one Financial Aid Advisor III) which doubled the number of assigned personnel from four to seven employees.

**And/or provide additional information supporting a need for this position and resulting impact on students or program:**

Chabot College has had a Director of Financial Aid for over twenty years. Las Positas College has operated with a Financial Aid Officer (classified supervisory position) during the same period of time. Yet, the duties and responsibilities being asked of the Financial Aid Officer are the same as the Director of Financial Aid which has led to inequity when it comes to program advocacy and representation at college-wide and district-wide discussions, meetings, and councils.

With the new Student Centered Funding Formula, an added spotlight and level of accountability has been given to the Financial Aid Office which will account for 20% of the general fund after the hold harmless years to begin in Fiscal Year 2022-2023. The Financial Aid Office will be tasked to outreach, serve, and award a greater number of low-income students from throughout the college district and beyond. Not having the Director of Financial Aid position may compromise the ability of Las Positas College to meet its college set goals and to help the college district meet its targets to help ensure stability as it relates to revenue for the general fund. Furthermore, Las Positas College may be disadvantaged and Chabot College may be advantaged if a Director of Financial Aid is not hired.

## **SECTION 2: STUDENT LEARNING AND SUCCESS**

**Explain how this position will contribute to and/or support student learning and success:**

The Director of Financial Aid will continue to and support student learning and success by being responsible for meeting metrics as defined by the new Student Centered Funding Formula for California community colleges. Twenty percent of the general fund allocation will be based on the number of low-income students served and awarded by the college. The Director of Financial Aid will be responsible for outreach, serving, and awarding low-income students with California Promise Grant fee waivers and Federal Pell Grants - the two primarily types of awards which will be used to determine general fund allocations to the college district and subsequently to the college. Each year, the number of students who apply and receive federal, state, and local financial aid has only increased each fiscal year. This trend cannot continue without the proper administrative support and continued advocacy at the local level by a Director of Financial Aid.

**Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:**

The hiring of a Director of Financial Aid will have a positive impact on accreditation efforts and help strengthen the college's adherence to ACCJC standards as follows:

### **Student Support Services**

Accreditation Statement: "The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method."

Response: The hiring of a Director of Financial Aid will ensure that students regardless of their service location or delivery method are encouraged to apply for financial aid and will be considered for all federal, state, and local financial aid opportunities in accordance with applicable laws and guidelines.

### **Fiscal Responsibility and Stability**

Accreditation Statement: "The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets."

Response: The hiring of a Director of Financial Aid will help ensure that the management of all financial aid programs is done in compliance with all applicable laws and guidelines. The Director of Financial Aid, as a recognized manager, will be able to take steps to advocate and represent the college and the need to ensure outreach, support services, and award students with all available financial resources permitted.

### **SECTION 3: LPC MISSION AND PLANNING PRIORITIES**

#### **LPC MISSION STATEMENT:**

**LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.**

#### **LPC PLANNING PRIORITIES:**

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

#### **Indicate how this position supports the College's mission and/or planning priorities:**

The hiring of a Director of Financial Aid would support the college's mission. The mission of the college is to serve all students regardless of their backgrounds and educational goals. Financial aid outreach, support services, and awards will be made as such to support all students who apply for aid and who have a demonstrated financial need.

The hiring of a Director of Financial Aid would support the college's planning priorities as it relates to implementing best practices to meet accreditation standards and to facilitate ongoing meaningful assessment and integration of Service Area Outcomes (SAOs) as they are known in Student Services. As noted above, the Financial Aid Office plays a significant role in student support services and for helping ensure fiscal responsibility and stability.

## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

This need was described explicitly in a Program Review (Year 2018, 2019).

This need was implied in a Program Review (Year Multiple).

This need was not included in a Program Review, but has become a need since that time.

**Explain, including language from Program Review (if available):**

The need to hire a Director of Financial Aid is paramount especially given the new Student Centered Funding Formula, the ever-changing financial aid landscape, and the almost doubling of financial aid personnel assigned to Las Positas College. The Director of Financial Aid is a required position if Las Positas College hopes to meet its targets to outreach, serve, and award low-income students California College Promise fee waivers and Federal Pell Grants to help maximize the twenty percent allocation possible through the general fund for the college district and subsequently the college. Without the Director of Financial Aid position, Las Positas College is poised to lose tens of thousands if not hundreds of thousands of dollars that are primarily used to compensate (salary and benefits) faculty, classified professionals, and administrators at the college. A more than ten percent reduction to the general fund would possibly result in layoffs, furloughs, reductions in course offerings and programs, and other such drastic measures to help bring the budget into balance.

NOTE: If the Director of Financial Aid position is approved, it is envisioned the position will be assigned to Andi Schreibman, the current Financial Aid Officer at Las Positas College. There would be no anticipated increase in the cost to the college to modify the position from Financial Aid Officer to Director of Financial Aid given the years of service to the college district and due to the need to work overtime each fiscal year.

**SECTION 5: SAFETY (if applicable)**

Explain how this position will improve safety on campus or within your unit:

Not applicable.

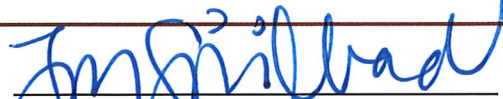
**SECTION 6: COSTS\***

Estimated Increase or Proposed Annual Salary Cost:	\$	<u>107,798.</u>
Estimated Benefits Cost:	\$	<u>59,289</u>
Total Cost for Position:	\$	<u>167,087</u>

**NOTE:** Full Time = 20-40 hours per week or 50% - 100%  
Regular Hourly = 18 hours or less per week (<50%)

*\*Costs: For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services at SDavidson@laspositascollege.edu*

**SECTION 7: SIGNATURES**

  
Requester

10/11/2019  
Date

  
Division Dean/Unit Administrator

10/11/2019  
Date

  
Vice President

10/11/2019  
Date

Sharon Davidson  
College Administrative Service Technician

10/17/19  
Date

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

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## **DIRECTOR OF FINANCIAL AID**

Chabot College  
Management Class Specification

### **MANAGEMENT RESPONSIBILITY**

The Financial Aid Director is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Vice President of Student Services, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

### **GENERAL DESCRIPTION**

The Financial Aid Director, under the direct supervision of the Vice President of Student Services, is responsible for the development, direction, supervision, fiscal management, compliance and evaluation of a comprehensive Financial Aid program, including the following services: administration of all Federal and State grants, administration of the Board of Governors Grant and fee waivers, college work-study, student loan management, scholarships, and Financial Aid outreach.

### **DUTIES AND RESPONSIBILITIES**

The Financial Aid Director shall:

1. develop, direct, supervise, evaluate, and provide leadership to the Financial Aid Office;
  - a. provide leadership in the selection of classified staff;
  - b. direct, supervise, and evaluate classified and other assigned personnel;
  - c. adjust workload and assignments to comply with student and organizational needs and advise the Vice President of Student Services of staffing and other support needs;
  - d. ensure that staff is regularly trained in current regulations, appropriate and current uses of technology resources, and skills for a strong multicultural customer service environment;



2. recommend goals and objectives, and provide assistance in the development and administration of policies and procedures;
3. plan, organize, develop, and direct the college financial aid programs;
4. prepare applications for Federal and State participation and funding of programs;
5. direct the college's local scholarship and awards program;
6. interpret and explain Federal and State financial aid regulations and legislation to other administrators, faculty, staff, community, and students;
7. organize and direct the maintenance of required financial aid records and statistics;
8. organize a financial aid program that has high standards for quality and integrity and that is regularly and systematically reviewed for accuracy, relevance, and compliance with Federal and State requirements and regulations;
9. coordinate and plan with the Business Office and the Management Information Services to ensure proper disbursement of financial aid funds;
10. oversee the preparation for and provide leadership for internal, State and Federal audits as needed;
11. design and implement a strong marketing, outreach and recruitment effort to inform students and community about financial aid opportunities and resources and collaborate in the overall college marketing, outreach and recruitment planning and activities;
12. provide leadership for the development and implementation of an automated financial aid system in conjunction with the Management Information Services;
13. incorporate planning for and implementation of advances in technology that may significantly impact financial aid processes and improve services to students and institutional integrity for audit purposes;
14. assume leadership and responsibility to prepare and submit college and district reports as requested, and all accountability reports as required by State and Federal agencies and maintain necessary accurate records for these purposes;
15. coordinate necessary aspects of financial aid regulations and services with other administrators, especially in Admissions and Records, Counseling, and Special Programs as they relate to student access and success;

16. provide leadership for informing and advising administrators and faculty leaders with respect to financial aid regulations and program requirements, and participate in the planning of new academic calendars and delivery modes to ensure compliance with state and federal financial aid regulations;
17. develop and write a procedures manual for the Financial Aid Office;
18. assume leadership for the Financial Aid Office budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures;
19. represent the Financial Aid Office and the District at a variety of administrative and professional meetings as required, including participation in local, State and national financial aid associations;
20. be responsible for the supervision of college operations at assigned times, including occasional service as administrator for the college in the evening or on Saturday or Sunday;
21. perform major responsibility duties and all other related and implied duties as may be assigned by the Vice President of Student Services and the President.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

Baccalaureate degree from a four-year accredited college or university in a relevant field; or a minimum of four years experience in a relevant field; or an equivalent combination of education and experience which indicates possession of the skills and knowledge required.

## **APPOINTMENT**

The Financial Aid Director shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.