



san josé·evergreen
COMMUNITY COLLEGE DISTRICT

Organizational Redesign 2012-2013

- SAN JOSE CITY COLLEGE
- EVERGREEN VALLEY COLLEGE
- WORKFORCE INSTITUTE
- DISTRICT OFFICE

The Approach to Reorganization and Restructuring

- Purpose Statement/Guiding Principles
- Planning
 - Communication
 - The Planning Team
- Current Status Assessment
- Analysis
- Assessment
- Outcomes/Recommendations
- Overall Flow Chart of Review, Analysis, Confirmation and Report

Purpose Statement

To reaffirm that San Jose/Evergreen is organized through its institutional structures and staffing to be student-centered and focused on student success.

To examine and analyze current organizational structures at the unit level using the guiding principles to align with future goals.

To connect each unit with one other to create an institution that addresses not only the needs of today but can support advancement and evolution in the years to come.

Guiding Principles

- Visioning for the future with clear goals
- Designing institutional structures that are student-centered to empower individuals to be master students
- Articulating student-centered means attending to the cultural, religious, socioeconomic, linguistic and racial/ethnic diversity of those we serve.
- Organizing to maximize collaboration and integration
- Retooling to increase institutional efficacy, effectiveness and efficiency
- Integrating flexibility and the ability to be dynamic
- Ensuring the outcomes are not based on "doing more with less"
- Honoring any and all provisions of the Collective Bargaining Agreements

Planning

- A review of operations to identify inefficiencies and opportunities for improvement.

The review will rely on data gathered through program review, survey results input from students and input from others outside each department/area.

Communication shall be on-going and regular regarding the beginning of the work, the schedule, and periodic updates in meeting milestones of schedule.

Planning Teams will include;

Department/Division managers and key representatives from the core functions of the area.

Representatives from other departments who are involved in either a transactional or relational way to the operations of the functional area.

Current Status Assessment

The planning team is to assess the current status of the operation.

- Identify the area's core business.
- Identify relationships between departments and those in other areas.
- Identify gaps between actual vs. optimal performance.
- Review how the existing staffing structures support or detract from goals or outcomes.
- Identify opportunities to improve processes.

Analysis

- Identify reasons for both the status quo and recommended changes.
- Review both your key target populations and those you serve in relation to how their needs are addressed with current organizational structure.
- Identify, prioritize and quantify enhancement or expanded capacity opportunities;
- List the challenges and opportunities that exist for pursuing operational improvements.
- Describe the optimal organizational structure.
- Identify goals or outcomes that need to be accomplished in relation to the optimal organizational structure.

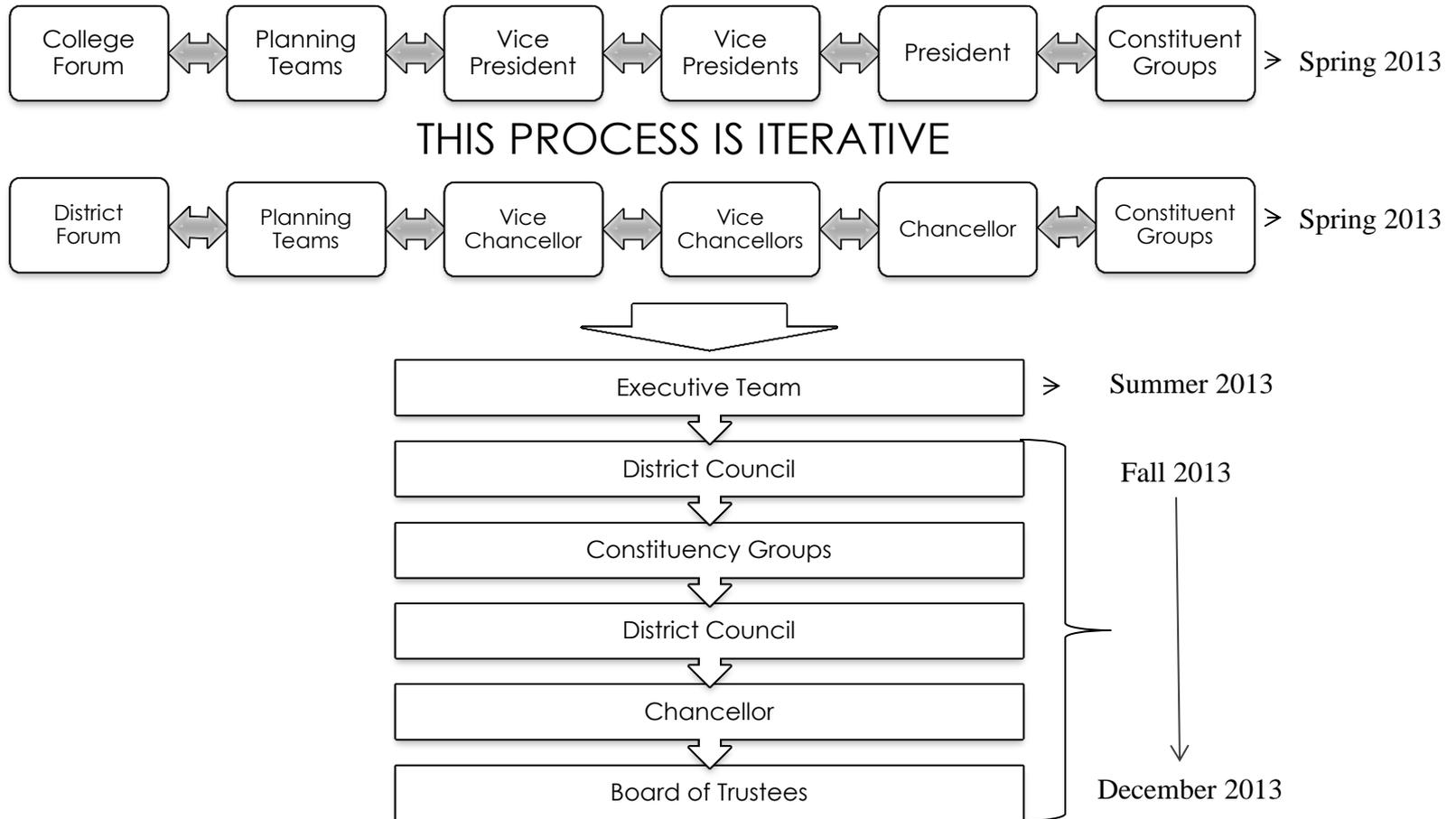
Assessment of Analysis

- Do Reporting Lines need to change-define new reporting lines with attention to:
 - Clarify roles of new/existing positions
 - Articulate decision-making processes and authority levels.
- Are there new staffing needs?
- Determine whether the proposed new structure is in alignment with those in other units as appropriate.

Outcomes/Recommendations

- Each Unit is in alignment with the institution - District.
- Timeframe and implementation plan for changing programs, services processes organizational roles and the organization structure.
- Create "Before" and "After" flow charts to help clarify any process changes
- Create a new organization chart.
- Provide a legend to indicate existing, vacant, new positions.
- Provide a legend to indicate any new proposed operations

Overall Flowchart of Review, Analysis, Confirmation and Report



Reorganization and Restructuring Plan Chancellor's Report Fall 2013

EXECUTIVE SUMMARY

POSITION INVENTORY BY UNIT

- DISTRICT OFFICE
- SAN JOSE CITY COLLEGE
- EVERGREEN VALLEY COLLEGE
- WORKFORCE INSTITUTE

TOTAL COMPENSATION ANALYSIS

- BENCHMARK ADMINISTRATIVE POSITIONS
- BENCHMARK CLASSIFIED POSITION
- FACULTY

RECOMMENDATIONS

- DISTRICT OFFICE
- SAN JOSE CITY COLLEGE
- EVERGREEN VALLEY COLLEGE
- WORKFORCE INSTITUTE