

SBCC One College  
Proposal: Admissions & Records Reorganization

SBCC will go live with One College implementation commencing June 1, 2015. It is critical to note that credit and noncredit staff supporting students and faculty will all be working in the Banner Student System, in both self service and back office forms.

After careful assessment of the current noncredit organizational structure relating to the functions of admissions, registration and records, we have determined that it does not fully support the goals of the project or long range goals of the College. The ultimate goal is for a student to receive a service at any of our campuses regardless of program affiliation.

Proposal:

Director, Admissions & Records oversees all staff performing admission/registration/records functions regardless of program level or location. Ultimately, all staff performing admission/registration/records work on behalf of the college will be cross trained to deliver services regardless of program or campus location.

Requirements:

- 4 Noncredit Office Assistants reclassified to 12 month Admissions & Records Technicians
- Noncredit Records Specialist reclassified to Senior, Admissions & Records Technician
  - This individual will provide daily work instruction to Admissions & Records Technicians at the Schott and Wake Campuses.
  - This individual will maintain a primary office at the Schott Campus but will travel between all three campuses as needed.
  - This individual will serve on the Director, Admissions & Records leadership team

Recommendation:

The Director, Admissions & Records position needs to be re-evaluated based on the increase in the number of direct reports and the complexity of directing three programs with separate levels in the Banner student system.

Ongoing costs associated with proposed reorganization:

Employee Name	Current Position	New Position	Cost
Antunez, Maria	NC Office Assistant (19/29)	Admissions & Records Technician (25/19)	\$8,872.
Holmes, Ruth*	NC Office Assistant (19/29)	Admissions & Records Technician (25/19)	\$13,501.
Keller, Nancy**	NC Office Assistant (19/29)	Admissions & Records Technician (25/19)	\$16,173.
Kerr, Everett	NC Office Assistant (19/29)	Admissions & Records Technician (25/19)	\$8,872.
VanderSal, Gordon	NC Records Specialist (22/29)	Senior Admissions & Records Tech (28/29)	\$9,561.
		subtotal	\$56,979.
		Reduction in hourly budget (Cost Center 3509)	(\$9,000.)
		total	\$47,979.

\*Cost reflects moving from 11 month to 12 month

\*\*Cost reflects moving from 10 month to 12 month