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# COMMUNITY AND CONTRACT EDUCATION - REASSIGNMENT OF PUBLIC USE OF FACILITIES

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# GOALS

- Contribute to the \$2 million budget reduction target of Academic Affairs
- Centralize and strengthen fee-based, not-for-credit programs and services
- Organize and group related functions for improved operational efficiency and effectiveness
- Build upon strengths of existing personnel

# IDENTIFIED NEEDS

- Improve attention to detail and service to fee-based, not-for-credit, and facilities rental programs and customers
- Strategic planning and systematized operations for Community Education, Contract Education, and Public Use of Facilities
- Implement accountability and cost control measures for the sustainable use of resources
- Full implementation and oversight of Event Management System (EMS) migration
- Expanding revenue-generating programs

# CURRENT STAFFING VS PROPOSED

## Community and Contract Education Current Staffing

Director, Community and Contract Education

Administrative Assistant III (1.0 FTE)

Administrative Assistant I (1.0 FTE)

Administrative Assistant I (0.75 FTE)

FTE = 2.75

## Facilities and Operations

Administrative Assistant I (1.0 FTE)

FTE = 1.0

## Community and Contract Education Proposed Staffing

Director, Community and Contract Education

Coordinator (**New Position**) (1.0 FTE)

Administrative Assistant III (1.0 FTE)

Administrative Assistant I (1.0 FTE)

Administrative Assistant I (1.0 FTE)

FTE = 4.0

\*Eliminate Administrative Assistant I (0.75 FTE) position

# ADVANTAGES

- Decrease financial impact on the District
  - Zero net gain to the General Fund
- Explore additional streams of revenue with Contract Education and Public Use of Facilities
- Centralize revenue generating programs for improved branding and service
- Improve operational effectiveness for the short- and long-term sustainable use of resources
- Showcase the “well maintained and aesthetically pleasing facilities and grounds” we value so much at SRJC



# THANK YOU

- QUESTIONS?