

Academic Support Center Reorganization

June 2012

BACKGROUND

The Academic Support Center (ASC) provides academic support for students who need assistance gaining the confidence, skills and/or knowledge necessary to achieve their academic goals and become independent thinkers. Tutoring is provided one-on-one and in small groups by staff and student tutors. The Center strives to provide free peer tutoring to all MPC students in a wide range of academic and occupational courses within the constraints of tutor availability and financial resources. In Fall, 2011, 207 students were tutored in 32 different courses; in Spring, 2012, 219 students received tutoring in 27 courses. The majority of students are from life sciences and physical sciences. The Academic Support Center is considered integral to the success of these students so it is imperative to continue this service.

Prior permanent staffing consisted of a full-time faculty coordinator and a full-time classified assistant coordinator who worked full-time, 8-1/2 months per year. The faculty coordinator retired in June 2011 and because of economic conditions that position was not refilled. The classified assistant coordinator ran the center single-handedly for the 2011/12 year, receiving out of class pay to recognize increased duties. Operations included only those functions which did not require faculty involvement or oversight. Changes in the regulatory requirements for generating FTES in the ASC gradually eliminated virtually all FTES and the need for a faculty coordinator. It is anticipated that there will not be sufficient funds to restore previous staffing levels, necessitating a permanent restructuring in order to meet the needs of students in a satisfactory manner with less funding. The assistant coordinator is retiring in August, 2012; the new employee will start at the beginning of the salary schedule.

PROPOSAL

The on-going, non-faculty duties will be incorporated into a new classified position of Coordinator, Academic Support Center with salary placement as negotiated with MPCEA. Functions requiring faculty involvement are discontinued. With the down-sizing of the operation from two employees to one, it is recommended that the work year increase from 8-1/2 months to 9 months per year. Also, some decrease in center hours will occur. The majority of the tutoring will continue to be provided by student tutors hired through the Job Center. There is a small budget for temporary non-student tutors when students are not available. Fiscal implications of the reorganization are described below.

Townsend Salary + roll-up	(\$100,961)
Pridmore (Range 16, Step F) Salary + out of class + roll-up	(44,886)
New Position (Range 22, Step A, 9 months per year) Salary + roll-up	41,007
Budgetary Implications	(\$104,840)

RECOMMENDATION

It is respectfully requested that College Council support the recommended reallocation of existing resources to a new classified position of Coordinator, Academic Support Center as described.