

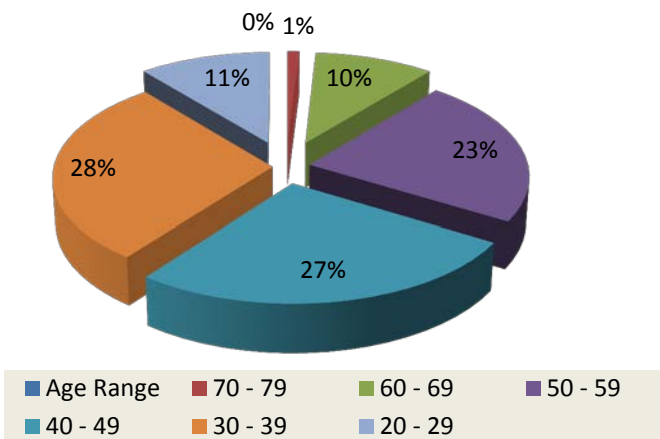
and planning process, managers are encouraged to use temporary staffing solutions until the position goes through the planning and budget process or is otherwise allocated and approved.

To meet accreditation standards, the college “must maintain a sufficient number of staff...with appropriate preparation and experience to provide ...services necessary to support the institution’s mission and purposes.”²

As of fall 2012, Skyline College currently has 101 permanent classified staff members and fifty-eight short-term hourly employees. One third of the classified staff is over the age of fifty, with about a quarter

of the staff likely to retire within ten years (age 55 or older). As the Administrative Leadership Unit Reviews are completed, administrators are required to consider the staffing trend of the recent four years and the upcoming three years. This data is considered in the position allocation process.

Classified Staff



Administrators Hiring Priorities Process

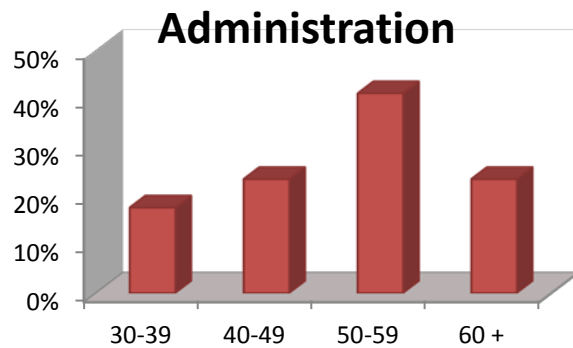
This human resource plan is intended to support the college in meeting the accreditation standard that “the institution maintains a sufficient number of ...administrators with appropriate preparation and experience to provide the administrative services necessary to support the institution’s mission and purposes.”³ The administration of the college is composed of

² ACCJC (August 2012) Guide to Evaluating Institutions, p. 38. (Standard III.A.2).

³ ACCJC (August 2012) Guide to Evaluating Institutions, p. 38. (Standard III.A.2).

three major segments: 1) Instruction, 2) Student Services, and 3) Administrative Services.

Skyline College currently has seventeen administrators. Eighteen percent of the administrators (3 of 17) are grant funded positions that are responsible for major segments of instruction and integrated student services. Eighteen percent of the



administration is responsible for student services. Forty-seven percent is responsible for instruction, and the remaining seventeen percent is in the general administrative segment (President, Chief Business Officer, and Dean of Planning Research and Institutional Effectiveness). Almost two thirds of the seventeen administrators are age fifty or older and are likely to retire within the next 10 to 12 years. A quarter of them are age sixty or more and likely to retire within five years. Over the last fifteen to twenty years, there has not been a process in place for considering the addition of administrative positions. The challenging fiscal condition of the state led to budget reductions. For example, Skyline College has one dean position (Dean of Instructional Technology) that it has allowed to remain vacant for the past decade. The responsibilities were distributed among the existing instructional deans. With the submission of Administrative Leadership Unit Reviews, the President will engage the college in a discussion on the administrative organization of the college and consider administrative position needs. The funding of the positions will be included in the participatory governance budget processes. While the organizational structure is an Administrative prerogative, the College faculty and staff, and the executive leadership of the district, will be consulted.