Date of Board Meeting: May 16, 2023

Subject: Reorganization of the Office of Information Technology

Recommendation: Approve the reorganization of the Office of Information Technology.

Background and Rationale:

The following is a proposal for the comprehensive reorganization of the Office of Information Technology. This proposal has been developed based on the IT needs of the institution, and following consideration of various models across other institutions of higher education. Primary considerations include the current staffing levels within the department and the future goals for technology systems and infrastructure at WCJC.

This proposed model seeks to:
- Ensure that we have the right people in the right positions, while providing ongoing, robust training for all staff.
- Establish a structure which will support increased virtualization and aid in future-proofing the College's technology systems.
- Respond to evolving trends within the area of information technology.
- Provide optimal support for WCJC students, faculty, and staff.

Cost and Budgetary Support: No additional cost to the institution.

Strategic Priority Alignment: ☐ Student Success   ☐ Community Impact
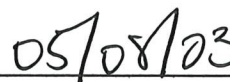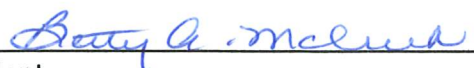   ☑ Resource Optimization   ☑ Institutional Excellence

Resource Person(s): Amanda Allen, Ed.D.; Vice President of Strategy, Enrollment Mgmt, and Technology

Signatures:

_____   ____05/08/23_____
Cabinet-Level Supervisor   Date

President's Approval:

_____   ____5-8-23_____
President   Date

POLICY DB (LOCAL)
08/01/2020

Comprehensive Reorganization Proposal

Office of Information Technology

The following is a proposal for the comprehensive reorganization of the WCJC Office of Information Technology. The proposed organizational changes include:

- Establish three (3) functional areas within the Office of Information Technology:
    - Infrastructure Services
    - Data and Enterprise Applications
    - Cybersecurity
- Within the area of Infrastructure Services:
    - Eliminate the positions of "Database Administrator" and "Junior Database Administrator", deferring half of these salary funds to provide specialized contract services in the area of database administration on an as-needed basis.
    - Reassign the "Help Desk Manager" to report to the "Director of Networking and Server Services".
    - Reassign the "Associate Help Desk Manager" to report directly to the "Director of Networking and Server Services".
    - Assign all "IT Technicians" to report directly to the "Director of Networking and Server Services".
    - Increase the "Director of Networking and Server Services" salary by 5 steps.
- Within the area of Data and Enterprise Applications:
    - Create a new position of "Director of Institutional Research and Enterprise Applications".
        - This position will have a base salary of CA-15-5.
        - The recommendation is to move our current "Director of Institutional Research" into this position and allow her to retain her 28 steps.
    - Retitle the "Director of Information Systems; Sr. Functional Analyst" to "Sr. Functional Analyst". This position will remain on the CA-15 scale/grade.
    - Eliminate one of the "Functional Analyst" positions.
    - Reassign the "Sr. Functional Analyst" and "Functional Analyst" to report directly to the "Director of Institutional Research and Enterprise Applications".
- Within the area of Cybersecurity:
    - Reestablish the position of "CyberSecurity Manager" to coordinate and provide oversight for all cybersecurity functions within the College.
    - This position will have a base salary of AA-15-10.
- Each of the three functional areas will report directly to the Vice President of Strategy, Enrollment Management, and Technology, thereby eliminating the position of "Chief Information Officer".

Strategy, EM, and Technology

Amanda Allen

Vice President

Infrastructure Services

Robby Mathews

Director, Networking and Server Services

Data and Enterprise Applications

Tessa Mathews

Director, Institutional Research and Enterprise Applications

Cybersecurity

Vacant

Cybersecurity Manager

Tam Hoang

System Administrator

Allyson Chuc

Sr. Functional Analyst

Shane Benich

Jr. System Administrator

Vacant

Functional Analyst

Robert Falco

Help Desk Manager

Lea Anna Kostelnik

Sr. Research Analyst

Lori Saucedo

Associate Help Desk Manager

Vacant

Research Analyst

IT Technicians