



Date of Board Meeting: November 16, 2021

Subject: Reorganization to Create an Office of Enrollment Management

Recommendation: Approve the reorganization of the Office of Admissions, Registrar, Recruitment, and Testing Services into an Office of Enrollment Management.

Background and Rationale:

Proposed organizational changes:

- Promote "Registrar" position to "Dean of Enrollment Management and Registrar".
- Relocate Recruitment and Testing Services to report to "Dean of Enrollment Management".
- Retitle "Manager" to "Coordinator of Recruitment" and relocate to Sugar Land campus.
- Rehire "Recruiter" for the Wharton campus on the "A" scale, allowing for salary savings.
- Promote current "Admissions Specialist" to "Admissions Officer".
- Retitle current "Assistant Director of Admissions and Registration" to "Assistant Director of Student Records".

Impacts resulting from change:

- Enhanced coordination between enrollment/registration offices.
- Strategic positioning of key personnel in both Wharton and Fort Bend Counties.
- Additional administrative/supervisory support for personnel.

This proposal will take effect on November 17, 2021.


Cost and Budgetary Support: Annual cost savings of \$6,000 – \$20,000.

Strategic Priority Alignment:

<input checked="" type="checkbox"/> Student Success	<input type="checkbox"/> Community Impact
<input checked="" type="checkbox"/> Resource Optimization	<input type="checkbox"/> Institutional Excellence

Resource Person(s): Amanda Allen, Ed.D.; Vice President of Planning and IE

Signatures:



Originator

Oct 22, 2021

Date



Cabinet-Level Supervisor

Oct 22, 2021

Date

President's Approval:



President

10-27-21

Date

Comprehensive Reorganization Proposal

Enrollment Management

The following is a proposal for the comprehensive reorganization of the Office of Admissions and Registration to the Office of Enrollment Management. This proposal has been developed to provide an organizational structure that best supports student need, while attending to a multitude of vacancies which have arisen concurrently within the institution.

Catalyzing factors for this proposal include:

- Inability to hire for the current "Registrar" position.
- Vacancies within the areas of Recruitment and OAR.
- Evolving trends within the areas of student services and enrollment management in higher education.

Proposed organizational changes:

- Promote "Registrar" position to "Dean of Enrollment Management and Registrar".
 - Increased salary resulting in the ability to recruit an individual with a higher level of technical expertise and prior experience. Propose place on D-15 with 20-30 steps.
 - Allows for the joining of enrollment management services (Recruitment, Admissions, Records, and Testing) under a common manager to increase synergy and collaboration among services.
- Relocate Recruitment and Testing Services to report to "Dean of Enrollment Management".
- Retitle "Manager" to "Coordinator of Recruitment" and relocate to Sugar Land campus.
 - Allows for salary savings for the position; better aligns with other structures on campus.
 - Provides an additional presence in Fort Bend for greater visibility in the area.
- Rehire "Recruiter" for the Wharton campus on the "A" scale, allowing for salary savings.
- Promote current "Admissions Specialist" to "Admissions Officer" and relocate to SL campus.
 - Allows for separation between Admissions and Student Records.
 - Provides another supervisory position within the functional area.
- Retitle current "Assistant Director of Admissions and Registration" to "Assistant Director of Student Records".

Cost Savings:

Current	New	Cost / Savings
Director (CA-15)	Dean (Dean-15)	Increase \$14,667
Manager (AA-7-23)	Coordinator (AA-1)	Decrease \$12,666 – 19,333
Recruiter (AA-1-12)	Recruiter (A-10)	Decrease \$16,877 – 23,544
Specialist (P-15-6)	Officer (A-10-6)	Increase \$8,050
Total Savings		\$6,826 – 20,160

