

**Date of Board Meeting:** August 15, 2023

**Subject:** Reorganization of the Office of Enrollment Management

**Recommendation:** Approve the reorganization of the Office of Enrollment Management.

**Background and Rationale:**

The following is a proposal for the comprehensive reorganization of the Office of Enrollment Management. This proposal has been developed based on best practice within and among institutions of higher education, while seeking to optimize collaborative efforts within and among student service offices. Primary considerations include the current staffing levels within each department and the goals for optimizing student onboarding, matriculation, registration, retention, and completion efforts, with a particular focus on improving outcomes related to the new performance metrics established in House Bill 8.

This proposed model seeks to:

- Provide optimal support for students as they onboard, register, and persist within the institution.
- Increase cross-departmental review and use of KPIs to make data-driven, coordinated decisions regarding student support needs.
- Enhance integration of services, thereby removing roadblocks throughout a student's educational journey, particularly upon transition to Banner 9 SaaS.


**Cost and Budgetary Support:** \$0 - 13,000/year (depending on number of steps awarded)

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

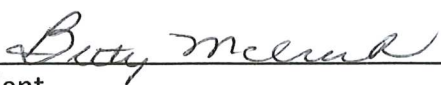
**Resource Person(s):** Amanda Allen, Ed.D.; Vice President of Strategy, Enrollment Mgmt, and Technology


**Signatures:**

  
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Cabinet-Level Supervisor

  
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Date

**President's Approval:**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date

## Comprehensive Reorganization Proposal

### Office of Enrollment Management

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

- Establish three (3) functional areas which will report directly to the “Dean of Enrollment Management and Registrar” and secondarily to the “Vice President of Strategy, Enrollment Management, and Technology”:
  - Recruitment
  - Admissions and Registration
  - Financial Aid
  
- Within the area of Recruitment:
  - No proposed changes.
  
- Within the area of Admissions and Registration:
  - Create a new position of “Director of Admissions and Registration”.
    - This position will have a scale and grade of CA-15.
    - The recommendation is to move our current “Assistant Director of Student Records” into this position. All current direct reports will remain under this individual.
  - Reassign the current “Admissions Officer” and “Coordinator of Testing Services” to report to the “Director of Admissions and Registration”.
  
- Within the area of Financial Aid:
  - Reassign the “Director of Financial Aid” to report to the “Dean of Enrollment Management and Registrar”.

