

Date of Board Meeting: August 16, 2022

Subject: Change Guided Pathways for Success (GPS) Coordinator Position to Academic & Career Advising Coordinator

Recommendation: Approve Change in GPS Coordinator Position to Academic & Career Advising Coordinator, effective fall 2022

Background and Rationale: In spring 2022, the Director of Academic and Career Advising (Director) accepted additional responsibilities to serve as the Title V HSI Grant Project Director. Combining the two director positions helped institutionalize all Title V grant activities and improve collaboration between grant employees and the academic advising department to more uniformly and comprehensively serve students. The Director's additional duties make it difficult to travel to all campuses to provide sufficient oversight of employees at Richmond and Sugar Land Campuses. Therefore, expanding the duties of the current GPS Coordinator, Sara Fira, to add supervision and training of advising staff in Fort Bend County provides needed support for the Director in his expanded role. Additionally, the revised coordinator position will improve communication within the academic and career advising departments across campuses, unify advising practices on all campuses, and better support students with consistent advising and transfer services.

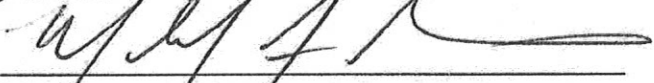
The recommendation is to change Ms. Fira's title from GPS Coordinator to Academic & Career Advising Coordinator, re-assign her office to the Sugar Land Campus, add supervisory and training duties to her job description, and revise her compensation from AA-1-4 (\$58,736) to AA-6-4 (\$62,069) for an increase of \$3,333. She will continue to handle all GPS and advising duties. Moving Fira to Sugar Land releases some funds for PT advising on that campus (\$7,220).

Cost and Budgetary Support: AY23 budget net savings \$3,887 (\$7220 - \$3333 = \$3887)

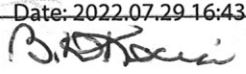
Strategic Priority Alignment:
x Student Success Community Impact
x Resource Optimization Institutional Excellence

Resource Person(s): Dr. Mike Adkins, Director of Academic and Career Advising

Signatures:

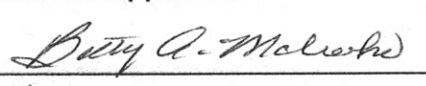

Originator
Leigh Ann Collins
Digitally signed by Leigh Ann Collins
Date: 2022.07.29 16:43:24 -05'00'

Date 7/29/22

Cabinet-Level Supervisor 

Date 08/04/2022

President's Approval:


President

Date 8-9-22