

Date of Board Meeting:	February 17, 2026
Subject:	Reorganization for the Department of Continuing Education
Recommendation:	Approve the reorganization of the Department of Continuing Education to provide enhanced capacity and support for workforce training.

Background and Rationale:

In November 2023, the College eliminated the Director of Continuing Education (CE) and CE Secretary positions. While intended to streamline operations, this structure has not provided the leadership capacity required for a complex, workforce-driven, and revenue-dependent CE operation. The absence of centralized leadership and grant-focused oversight has resulted in limited strategic direction, reduced responsiveness to employer and community needs, and a decline in CE revenue. The proposed reorganization restores a structured leadership model that will focus the department on maximizing revenue streams, both through industry partnerships and the state's performance-based funding framework established by House Bill 8.

Under the proposed structure, the CE Director position will be reinstated to provide comprehensive leadership and accountability for non-credit instruction. The Director will oversee departmental operations, lead employer and community engagement, and direct the acquisition and management of Skills Development Fund and other workforce training grants aligned with regional labor market demand. The Director will be supported by a new Assistant Director position focused on acquiring and managing multiple workforce grants, developing short-term and upskilling programs, and expanding the College's capacity to serve business and industry partners at scale.

In addition, a new Administrative Assistant position will support daily departmental operations and manage Banner processes related to non-credit instruction, including CE applications, course creation, and student registration. These functions have recently been shifted to the College's Office of Admissions and Registration due to lack of capacity within the CE Department. Assigning these specialized duties to a dedicated CE administrative role will improve accuracy, compliance, and operational effectiveness.

To support this reorganization, the two existing CE Coordinator positions will be eliminated at the end of Fiscal Year (FY) 2026. The removal of these positions will partially offset the cost of reinstating the Director and creating the Assistant Director role. A currently vacant CE Specialist position will be converted into the new Administrative Assistant position resulting in a net zero salary differential. The Director position will be hired in FY 2026 using salary savings from the currently-vacant CE Specialist position. The Assistant Director and CE Administrative Assistant will be hired in FY 2027.

Budgetary Implications: \$10,000 increased total salaries (FY 2027 operating budget)

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

Approval:

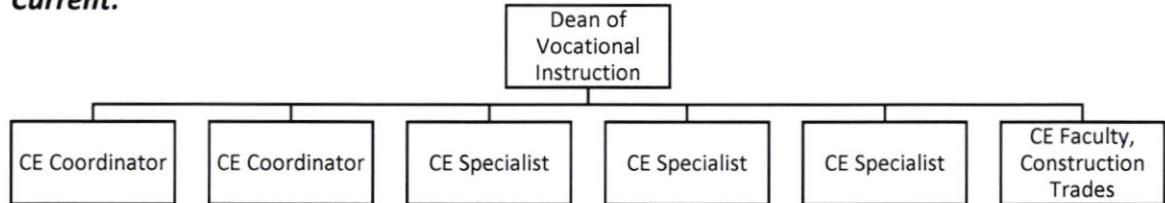
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Cabinet-Level Member

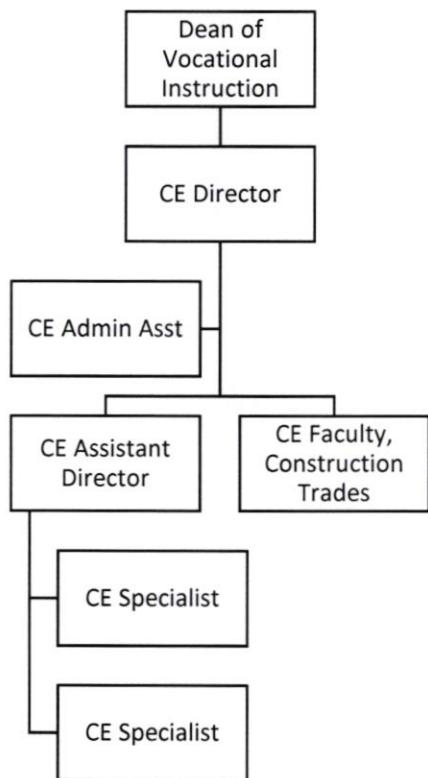
Monica Alvarado 02/09/24
President

Organizational Chart

Current:



Proposed:



Salary Expenditures

Position	Current Salary	Proposed Salary	Change
CE Director	New Position	\$80,071 (CA-15-10)	\$80,071
CE Assistant Director	New Position	\$68,072 (AA-01-10)	\$68,072
CE Coordinator	\$70,070	Position Eliminated	(\$70,070)
CE Coordinator	\$68,071	Position Eliminated	(\$68,071)
CE Specialist converted to CE Admin Assistant	\$37,125	\$37,000 (P-09-10)	(\$125)
Total			\$9,877