



Wharton County Junior College

Proposed Agenda Item Board of Trustees Meeting

Date of Board Meeting: 09/15/2020

Date of this Proposal: 09/01/2020

SUBJECT: Reorganization of the WCJC Office of Admissions and Registration

RECOMMENDATION: The WCJC Board of Trustees should approve the reorganization of the WCJC Office of Admissions and Registration to allow for increased efficiency of processes and improved student support across all campus locations.

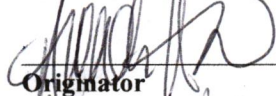
BACKGROUND/RATIONALE: The WCJC Office of Admissions and Registration (OAR) serves as the frontline student support office for all student admissions, registration, graduation, and records. Throughout the past several months, processes have been redesigned to be more streamlined and efficient, resulting in the identification of extraneous job duties. In addition, admissions and registration functions are also conducted by support staff on the Richmond and Sugar Land campuses. These positions do not currently report to the OAR, resulting in inconsistency of processes, customer support expectations, and reduced efficiency. Finally, the office has only one exempt staff position in an administrator role, which is insufficient to support the level of responsibility, management, and operational oversight required within the office.

The proposed organizational structure (attached) serves to restructure all admissions and registration processes and personnel to allow for optimal student support, increased staff efficiency, and enhanced customer service and has an effective date of January 1, 2021. All admissions and registration personnel will now report through the OAR to ensure consistency of process and clear expectations of staff responsibilities. In addition, additional support has been provided in the areas of degree evaluation and graduation to promote student completion. Finally, an additional administrator will allow for increased autonomy within the office and the expansion of strategic enrollment management best practices within both daily and long-term operations.

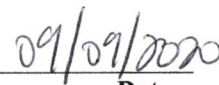
Estimated Cost and Budgetary Support (how will this be paid for?): Cost savings ~\$100,000 in year one; cost savings of ~\$150,000 per year thereafter

RESOURCE PERSON(S) [name(s) and title(s)]:
Amanda A. Allen, Vice President of Planning and Institutional Effectiveness

SIGNATURES:



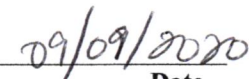
Originator



Date

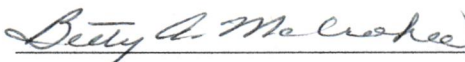


Cabinet-Level Supervisor



Date

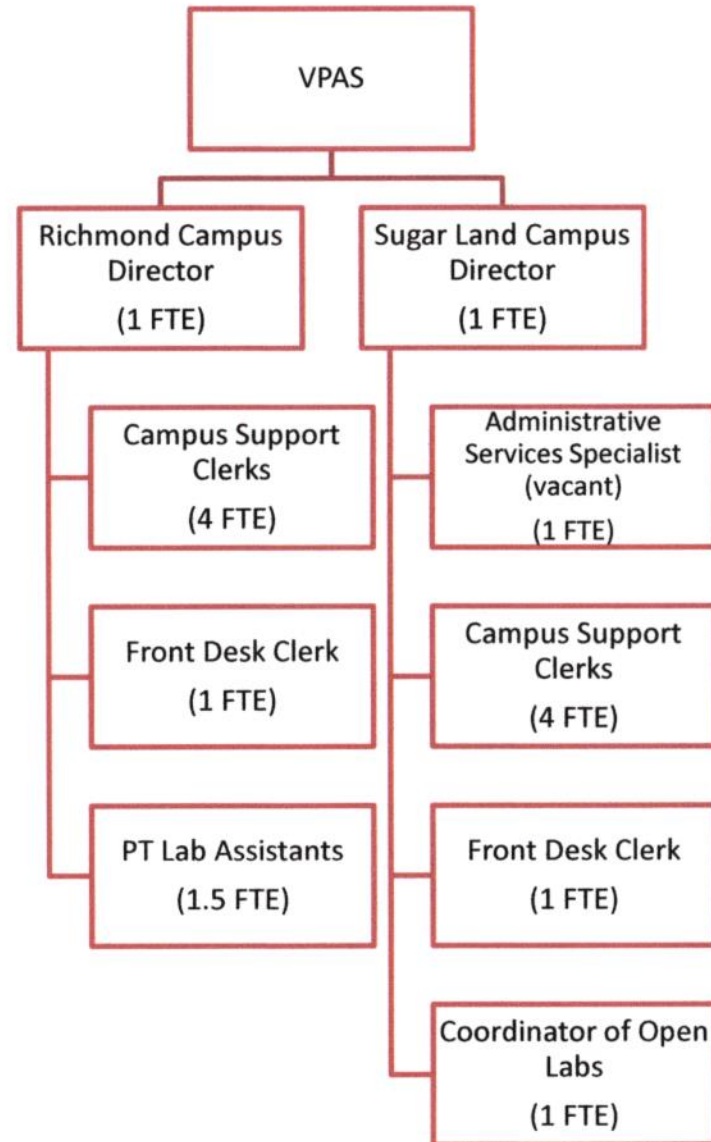
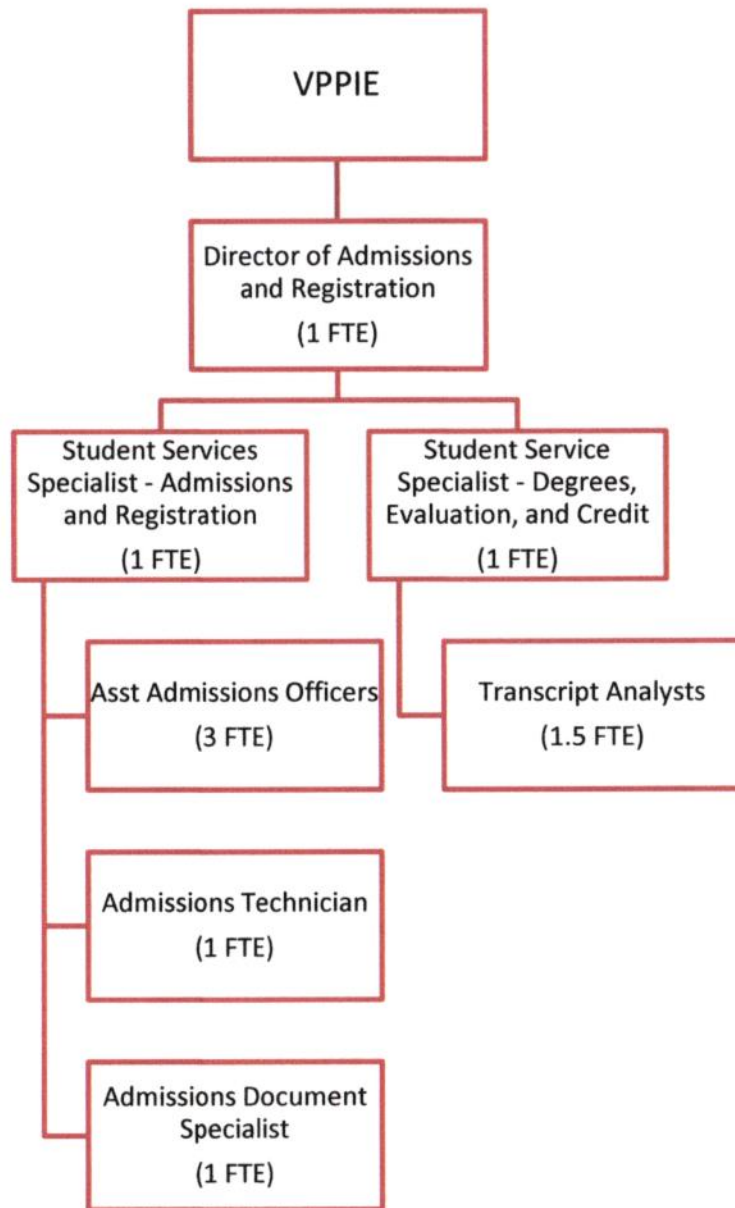
PRESIDENT'S APPROVAL:





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Current Organizational Structures



Proposed Reorganization

