

Date of Board Meeting: February 17, 2026

Subject: Realignment of Administrative Support for Instructional Divisions

Recommendation: Approve the realignment of administrative support for the Division of Life Sciences and the Division of Math and Physical Sciences

Background and Rationale:

Following the retirement of the Division Secretary for the Division of Life Sciences, the College evaluated the administrative support needs across the four academic instructional divisions. Following the assessment, it was noted that faculty within the Division of Life Science and Division of Math and Physical Sciences frequently teach and maintain offices in the same facilities, creating an overlap in administrative support needs and an opportunity for enhanced operational efficiency.

Rather than replacing the vacant Division Secretary position, the College proposes a realignment that consolidates administrative support for both of the afore-mentioned divisions into a single, enhanced administrative role. This approach maintains necessary support for faculty and division leadership while optimizing staffing resources. In support of this realignment, the College will eliminate the vacant Division Secretary position and reclassify the remaining position from "Division Secretary" to "Division Administrative Assistant". This new position will expand the scope of responsibility to provide administrative and secretarial support for two instructional divisions.

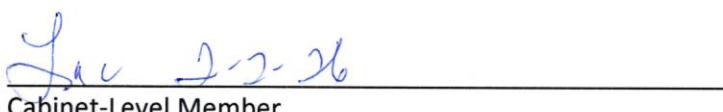
The reclassified position reflects the increased complexity, breadth of responsibility, and higher level of knowledge, skills, and experience required to support multiple divisions. The current Division Secretary for Math and Physical Sciences will be placed into the reclassified role, as she exceeds the qualifications and experience requirements necessary to successfully perform the expanded duties associated with supporting multiple divisions.

Budgetary Implications: \$29,000 annual salary savings

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

Resource Personnel: Leigh Ann Collins; Vice President of Instruction

Approval:



Cabinet-Level Member



President