

# Request for Reassignment Proposal

Instructions: Complete the following form, ask your dean to review and sign, and then submit it to the Office of Instruction. You can use the Tab key to move through the form fields.

1. Term in which assignment would begin (semester, year) Fall 2015
2. Application Date (mm/dd/yyyy) 02/17/2015
3. Author(s) Mike Garrett

## Overview

4. Type of Request:

- New request for reassignment
- Renewal of existing reassignment
- Augmentation to existing reassignment
- Revision to a previously submitted application

5. Position or Project Name:

Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.) ATHLETIC DIRECTOR

## Amount of Reassignment

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: 0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week

6. Fall (FTE) (.406) Spring (FTE) (.406) Total Annual (FTE) 0.4 FTE  
$$0.2 \text{ FTE} \quad (8-10 \text{ hrs/wk})$$

7. Duration of Reassignment

How many semesters of reassigned time are being requested? When is the end date?  
(Please note that if the request exceeds two years, a renewal RRP will be required.)

Fall & Spring Semester next 2 years

8. Commitment

Upon completion of the reassignment term:

- The work is complete and no further investment of reassigned time will be required.
- The work will require an ongoing commitment of reassigned time or other staffing.

9. How will the part-time faculty replacement costs be funded?

- Fund 1 PT faculty allocation
- Grant funding, please specify
- Categorical funding, please specify
- Other, please specify

## Justification

10. Identify the duties to be performed and explain why they require reassigned time. (See Attachment)
11. Identify how the activities align with the college's strategic plans and initiatives. (See Attachment)

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3. Author(s) Mike GARCIA

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## Release Time for Athletic Director Position

### Athletic Director Responsibilities-

- The Athletic Director has set the Mission Statement of the Athletics Department as promoting excellence in athletics and prepares leaders for tomorrow by providing an excellent environment to enable student-athletes to achieve their highest academic, athletic and personal aspirations. The Athletic Director oversees seven Varsity Teams, Women's Golf, Tennis, Volleyball and Soccer. Men's Soccer, Basketball, and Baseball. A total of 160, full time student athletes are given core values on a daily basis by the Athletic Director and coaching staffs. The values include, trustworthiness, accountability, responsibility, fairness, respect and good citizenship.
- The Athletic Directors mission for Athletics aligns with the College Administrations commitment towards athletics. Our College President's messages to over 500 community and alumni during Hall of Fame inductions of student-athletes and coaches has been to identify each as a positive role model in our community, highlight athletics at Cañada College, develops teamwork, perseverance, commitment, time management, leadership and personal and emotional health. The Athletic Director on a daily basis both fall and spring semester promotes excellence, contributes to student success and ensures a high level of graduation and completion of academic pursuits.
- The activities of the Athletic Director during release time align with the Colleges commitment and strategic plans towards athletics. Full time student-athlete academic success in transfer and graduation is greater than the general student population. The Athletic Director works closely with the Counseling Department by giving eligibility workshops to all counselors, training the counselors designated for the student-athletes, and arranging priority registration counseling and SEP updating for all 160 athletes one month prior to priority registration. The Athletic Director is an academic advisor to all 160 athletes and their SEP towards transfer rules regarding NCAA Division I, II, III and NAIA Colleges compliances. The Athletic Director supplies each Head Coach with a Monthly Academic Progress report to be used both fall and spring semester.
- The Athletic Director works with Coaching staffs to promote Learning Center study halls per semester and financial aid understanding of tuition costs for student-athletes. The Varsity teams are given tours of the Library and Learning Centers by the Athletic Director's leadership to each specific coaching staff.
- The Athletic Director holds an In-Service Training session mandated by the CCCAA for all coaches, athletic trainers and student-athlete counselors. During this session topics such as student-athletes rules for participation, recruiting rules, concussion protocols, physical exam criteria, DMV transportation inspections of our athletic vans, ordering of equipment and

supplies, facility usage, reporting game results to media, assistant coach compensation are covered.

- The CCCAA mandates yearly on-line testing for all Athletic Department personnel. These tests are monitored and forwarded by the Athletic Director. There are individual tests for Athletic Directors, Head Coaches, Assistant coaches, Athletic Trainers and student athlete Counselors.
- The Athletic Director submits on a yearly basis the CCCAA Statement of Compliance of Title IX Gender Equity report for the College. This document is done in partnership with our college research and data department.
- Hold Monthly Coaches meetings to stay on topic of scheduling, rental, budget allocations, uniform purchasing and counseling preparation. Reviews district, conference and state athletic rules, regulations and codes of conduct.
- Plan, organize and provide overall coordination for the intercollegiate athletic program ensuring a cycle of continuous quality improvement.
- Assignments for athletic courses, monitors enrollment and recommends adjustments as appropriate to the Dean.
- Participates in the coordination and completion of the Athletic Department's Program Review and the assessment of Student Learning Outcomes.
- Recommends the athletic department budget to achieve maximum efficiency in the utilization of resources.
- Recommends district and college policy governing intercollegiate athletics.
- Promotes the mission of the college by maintaining an academic and ethical program.
- Team eligibility compliance sessions are held before each teams Varsity season. This requires an initial meeting to explain rules and regulations of the CCCAA Constitution. Transfer athletes are monitored at the previous college of attendance. Enrollment verification is done and continues on a weekly basis for an entire season of sport for each team. Medical injury/illness waiver form is reviewed and explained to recover a season of eligibility if the athletes meets the requirements. The Athletic Director files a petition with the Conference Commissioner with the athletes Physicians statements and notes pertaining to the specific injury and a season of sport is granted or denied based of documented paperwork.
- The Athletic Director is the Event Manager for all Home Game events of seven Varsity teams that are mostly during the evening and weekends. The set up and cleanup of each Home Event is led by the Athletic Director with communication and partnership of the Facilities Department.
- The Athletic Director attends fall and spring Coast Conference and State Compliance Conferences and Conventions. These meetings are in Santa Cruz, Sacramento and Southern California. During these meetings, the Athletic Director will attend eligibility workshops, academic workshops, NCAA transfer seminars, Title IX seminars and meet with sporting good vendors to represent Cañada College Athletics and implement new rules and strategies and equipment ideas with our coaching staffs to better our student-athletes and programs. Academic Transfer patterns that change are communicated to the counseling department for our 160 student-athletes transfer status to be eligible at their next four year college of choice.
- At the Northern California and State level meetings, the Athletic Director will work closely with the CSM and Skyline College Athletic Directors to share ideas and thoughts of improving our departments in the future. The topics include, field replacement strategies, and swing space

sharing, athletic Top Coded class repeatability issues, and new sport offerings. This dialog continues year round with the three District Athletic Directors.

- Transportation is overseen by the Athletic Director. He works closely with Facilities to meet the DMV rules and regulations for Athletic Van use. The coaches are trained by the Athletic Director on van reporting and gas charging for away contests. The Athletic Director washes and gases the 5 Athletic vans once a week sometimes twice depending on usage. The Athletic Director also is the point person for Faculty field trips using the athletic vans. The Athletic Director takes the request, gives keys out and gets keys back and the washes and gases vans after Faculty use. The Upward Bound program, History Department and English Department use our athletic vans during the fall, spring and summer Semesters. Vans are also borrowed by CSM and Skyline Colleges Athletic Departments which is coordinated by the Athletic Director.
- The Athletic Director works closely with local media outlets to cover and promote each of our 7 Varsity team's successes in the local community newspapers and online reporting. Game results, statistics and feature articles are done on our athletes and coaches to show excellence in our community. This helps with recruiting full time student athletes yearly to our campus. It also gives free advertising for the college as a whole.
- The Athletic Director has been the one Faculty member to evaluate adjunct instructors in the Kinesiology/Athletics/Dance department. The evaluations have consisted of classroom observations and student surveys.
- The Athletic Director works closely with Coaches on Athletic Top Coded course offerings.
- Athletic Facility Replacement and Renovations are led by the Athletic Director. Design and build meetings are attended with District personnel, site visits are done to evaluate new products for potential installation at Cañada Athletic Facilities. Installations are closely monitored by the Athletic Director in partnership with the Vendor/Contractor.
- The Athletic Director Chair's the hiring committees of Head Coaches for the Athletic Department. There has been frequent turnover of coaches in the last 3-5 years. Of the seven Varsity sport teams, two are led by Full time coaches. This has led to numerous coaching changes brought on to the Athletic Director to led, market, advertise and find and adequate pool of coaching candidates for the specific sport.
- The Athletic Director has had the final say in all Facility rental requests of the Cañada College Athletic Facilities. This includes the Tennis Courts, Gym, Mini-Track, Baseball field and Soccer Field. The Athletic Director reviews each request, confers with the coach of the specific facility to compare class, practice, and home game times then communicates to the Facility Coordinator regarding contracts.
- The Athletic Director participates in College Outreach Programs talking and promoting athletics to local high schools during visits. The Athletic Director frequently speaks with potential student-athletes and their parents during coaches recruiting visits. The Learning Center, Library, Financial Aid office and all College resources are explained. Math Jam and Word Jam are promoted with the steps for enrollment covered. This is an ongoing process throughout the year.
- The Athletic Director has created an Athletics Hall of Fame which recognizes former Coaches and student-athletes and their contributions to the college and community. A Hall of Fame Wall was created with plaques of inductees and a formal Banquet ceremony is performed to thank these people for their major contribution to Cañada College. This event has grown from 150

people to 300 now attending in year three. This event planning takes months of donation solicitation from alumni and local businesses, catering coordination, ring purchasing, plaque formation, evening program bio in formation and sports memorabilia gathering. The Hall of Fame Committee is chaired by the Athletic Director and Cañada College takes enormous pride in its athletic program and the achievements of the student athletes and coaches. It is wonderful to recognize those who were among the best by this well received event.

- The Athletic Director oversees the Athletic Departments websites. A disclaimer was written by the Athletic Director to adhere to all CCCAA rules and regulations regarding athletic websites. The Athletic Director with full impute from the athletic faculty and staff put together the Home page and all original sport team pages. The sport offerings are now managed by each Head Coach with input from the Athletic Director. The Hall of Fame website was created and is overseen by the Athletic Director.
- The Soccer field and Baseball field need weekly grooming on a yearly basis. This field maintenance is overseen by Facilities who works closely with the Athletic Director to work around the teams practice and game times. This field use coordination is closely monitored by the Athletic Director as practice and game time change due to weather. The initial training for grooming was set up by the Athletic Director and if field repairs are needed, the Athletic Director works closely with the Vendor of each specific field to schedule repair times and cost invoicing.
- The Athletic Director is asked by administration to propose additional Varsity sport offerings to be considered for future Athletic Department growth. These decisions are communicated to the college administration and researched. Feeder high school programs, conference team's numbers, cost analysis of equipment, supplies and travel are considered. This has happened frequently with sport teams going on hiatus, Title IX regulations asking for Women's sport offerings opportunities and overall growth planning. The Athletic Director gathers all the data then shares with the department and administration as needed.

The current position of Athletic Director at Cañada College is loaded as .40 release time.

Mike Garcia

Athletic Director

1993-present