



New Classified Hiring/Position Justification

Hiring Division/ Department Administrative Services/ Operations **Position Title:** Facility Use Coordinator

Classification:

Position Type:	Permanent	<u> X </u>	Full Time	<u> 1.0 FTE </u>	# of Months	<u> 12 </u>
	Part Time	<u> </u>	% of Full Time	<u> </u>	# of Months	<u> </u>

Position Allocation:	General Funds	<u> X </u>	Expiration Date	<u> </u>
	External Funds	<u> </u>		

Budget Information: Classified position, salary schedule 60
 Grade 27 Step 3 Annual Salary \$66,323

Note: salary is for FY 16/17 including estimated COLA. With benefits included total is \$98,536

Position Summary

The Budget Office requests a 1.0 FTE Facility Use Coordinator to support college internal events and external facility rentals. This position will coordinate the many process steps involved with internal events and external facility rentals, maintaining internal event processes, external facility rental processes, maintaining current information on our facility use web page, maintaining all facility use documentation required for audits, and coordinating the facility use events calendar with the campus construction calendar.

Over the years, our internal and external facility use has grown drastically, generating approximately \$500k of revenue annually to support the college. However, we have not provided a dedicated position to coordinate these efforts.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.



Dean / Director / Hiring Supervisor

Date

Justification

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

Over the past 3 years, the number of internal college events and external facility rentals has increased exponentially. Currently, college facility use is coordinated in the Cashiers Office which takes away from the primary duties of the office. With an office of 3 people, the increase has made the workload unmanageable for the cashiers' office and is taking away from directly serving students. Last year, over 200 events and contracts were coordinated through the cashiers' office. Each of these events takes several hours to coordinate and process. As our campus begins 2 major capital construction projects this year, coordination between events and construction is a critical duty and will require a great deal of time to setup and to monitor.

The Budget Office requests a 1.0 FTE Facility Use Coordinator to support college facility events and external facility rentals. The position would oversee the internal and external facility rental processes, as listed below. The items highlighted in gray will be the responsibility of other positions to ensure appropriate separation of duties.

External Facility Rental Process	Internal Facility Rental Process
Contract Development	Event Development
1. Rental inquiry <ul style="list-style-type: none"> • Process facility request form • Facility tours 	1. Event notification <ul style="list-style-type: none"> • Process internal event form
2. Request review <ul style="list-style-type: none"> • Follow up and verify info provided (dates, times, event type) • Obtain insurance documentation • Verify insurance coverage meets requirements • Identify room availability and reserve room(s) • Determine setup, tech needs • Verify setup, tech needs with customer 	2. Request review <ul style="list-style-type: none"> • Follow up and verify info provided (dates, times, event type) • Verify event activities for insurance requirements • Identify room availability and reserve room(s) • Determine setup, tech needs • Verify setup, tech needs with department • Discuss funding
3. Contract preparation <ul style="list-style-type: none"> • Obtain bids for incurred costs • Provide cost estimate to customer • Negotiations – contract terms, costs, insurance • Prepare facility use permit (contract) • Process for signatures • Prepare invoice; send invoice and executed contract 	3. Event reservation <ul style="list-style-type: none"> • Obtain bids for incurred costs • Provide cost estimate to department • Negotiations – costs, funding, insurance • Finalize reservation • Provide account information to district for charges
Event Communication	Event Communication
4. Input event into weekly event calendar on SharePoint	4. Input event into weekly event calendar on SharePoint
5. Distribute weekly event schedule on Fridays	5. Distribute weekly event schedule on Fridays
6. Update event schedule and notify departments of changes	6. Update event schedule and notify departments of changes
After Event	After Event
6. After-event review <ul style="list-style-type: none"> • Identify if additional charges or refunds are due • Prepare final invoice 	7. After-event review <ul style="list-style-type: none"> • Identify if additional charges or refunds are due
8. Upload executed contract with invoice	8. Upload executed form with backup for incurred charges
9. Process payment <ul style="list-style-type: none"> • Clear check • Enter payment into banner and abate incurred costs 	9. Abate incurred costs
10. Reconcile contract	10. Reconcile contract
11. Ensure all contract documents and backup are uploaded, close out contract	11. Ensure all contract documents and backup are uploaded, close out contract
12. Maintain log of facility use	12. Maintain log of facility use

In addition to the process duties above, the position will be responsible for: Maintaining internal event processes, external facility rental processes, maintaining current information on our facility use web page, maintaining all facility use documentation required for audits, and coordinating the facility use events calendar with the campus construction calendar.

Comparing to our sister campuses, Cañada is on par or better in revenue generation for external facility rentals but operates with a fraction of the staff. Right now, we have multiple staff splitting the facility use duties. This is extremely inefficient and not effective. The other colleges have 2 and 3 staff dedicated specifically to facility use. At Cañada we do not have a position dedicated to facility use, and still manage to generate approximately \$500,000 annually. The amount of work involved is more than enough to justify a full-time position, and the amount of revenue generated is a good return on investment. We anticipate the revenue opportunities will increase by providing a dedicated staff member to these efforts.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

Our College mission is to provide our community with a learning-centered environment, and ensure that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. This position supports the mission through coordination of events that provide enhanced learning opportunities for students and employees. The position also provides the opportunity for community organizations to have events on campus, exposing thousands of community members to Cañada each year. Lastly, the revenue from external facility rentals provides additional resources to the college.

The facility use coordinator position supports all four of our college strategic goals:

Goal 1 - Teaching and Learning: The position provides coordination for events and workshops that promote teaching and learning for students and employees. Revenue from external facility rentals provides opportunities for additional resources for teaching and learning in the classroom and for student support services.

Goal 2 – Completion: The duties of the position directly supports student completion, success, retention, and persistence by providing the college with additional revenue.

Goal 3 – Community Connections: The role of the position directly contributes to build and strengthen collaborative relationships and partnerships to support the needs for our college and community we serve.

Goal 4 – Global and Sustainable: This position shares a key role in promoting shared responsibility for our environment through reduction of waste, sustainable practices, and participation in campus sustainability initiatives. For example, last year in partnership with ASCC and the Sustainability Committee, we began encouraging ‘green’ events.

3. Explain how adding this position will strengthen the department or division.

Adding this position will formalize our college's facility use operations. This position will also allow the cashiers' office team to provide more direct service to students and complete other duties such as billing, payment processing, bookkeeping, check distribution, and updating student accounts in a timely manner. We are confident that providing a dedicated position to facility use will increase revenue generation for the campus as well.

4. Explain how this work will be accomplished if the position is not filled.

Without a dedicated position, we will have to start scaling back some of the external (revenue generating) events. It is not a good service to our students to continue taking away direct, front line service from the cashiers' office to coordinate facility use. For internal events, we will have to direct some of the coordination to the programs or departments for room use and facility set up. These are highly time consuming duties, and asking programs or departments to start taking on their own facility use coordination is not an effective solution to this problem.