

I N T E R O F F I C E
MEMORANDUM

Budget Committee

January 3, 2006

TO: TRANSITION TASK FORCE

Cc: President Lee Lambert

FR: Budget Committee

RE: **CRITERIA FOR RESTRUCTURING THE COLLEGE**

DRAFT

At the request of Interim President Lee Lambert, the Budget Committee has developed a set of criteria – values and principles – that we ask the Transition Task Force to utilize as you begin your work of restructuring the College organization. We recognize the serious nature of this work and wish to express our appreciation to all of you who are committing your time and energy to this effort.

The resulting structure, combining the services of the Workforce and Economic Development division with other services areas at the College:

1. Maintains or improves student access to services; lowers barriers to service
2. Decentralizes decision making so that decision making authority resides at the lowest levels and empowers managers to be accountable for these decisions (i.e. recruitment, budget management)
3. Coordinates resources (personnel, money, information) to improve functions, reduces duplication of services in other departments or divisions; utilizes technology to automate processes; maintains or improves communications; builds toward equity of workload among all managers.
4. Ensures operational compliance and reporting compliance with the terms set forth in grants and contracts, by regulatory agencies, or by the state, including student follow-up or assessment.
5. Follows the terms of the faculty and classified staff contracts.
6. Treats people with respect and dignity; attempts to minimize impacts on people's lives.

7. Assigns appropriate leadership for work group function; expertise and qualifications are taken into account.
8. Maintains and/or improves diversity on campus; improves the retention of students and staff; fosters positive interaction among our diverse faculty, students, and administrators
9. Maintains relationships with key stakeholders of Shoreline Community College including students, the community, industry, government, legislators, donors, etc.
10. Maintains teaching/learning and academic excellence.
11. Holds self-supporting programs financially accountable/fiscally responsible.
12. Builds on strengths of existing infrastructure and personnel
13. Aligns organizational changes with the College mission and values.
14. Organizational restructure takes into consideration how other colleges or institutions organize similar areas.