

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.

1. **Term in which assignment would begin (*semester, year*):** Fall 2019
2. **Application Date (*mm/dd/yyyy*):** 10/01/2018
3. **Author(s):** Mike Garcia

Overview

4. **Type of Request:**

- New request for reassignment
- Renewal of existing reassignment
- Augmentation to existing reassignment

5. **Position or Project Name:**

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

6. **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

Fall (*FTE*) 0.4 Spring (*FTE*) 0.4 Total Annual (*FTE*) 0.8 FTE

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 Two 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.

Justification

9. **Please list the core responsibilities to be performed and calculate the approximate number of hours per week required to perform each. (*1 unit = 2.5 hours per week*)**

(With Bldg. 1 demolished, Fall '19-Spring '21 will include Swing Space between two colleges for Varsity teams (Volleyball & Basketball)- 10-12 hours a week is spent on Conducting Eligibility checks, Home Event Coordination, transportation preparation, talking with media, schedule coordinating with other College's Ads, reporting to CCCAA of game Decorum and status, budget preparation.

Request for Reassignment Proposal

10. The following responsibilities are included as part of faculty workload and can be found [here](#). Please explain how the duties for which you are requesting reassigned time are different from those enumerated in Appendix D1.

(See Attachment)

11. Identify how the activities align with the college's strategic plans and initiatives. (Please limit response to 250 words).

(See Attachment)

Assessment

12. Outcomes

List the outcomes that can be expected upon completion of the term of reassignment. *(Please limit response to 250 words)*

As Athletic Director, the following link will provide all of the Constitution Forms that are mandated for successful compliance in conjunction with the CCCAA Constitution and

Bylaws: <http://www.cccaasports.org/about/forms>. Some of these Forms include, but are not limited to:

Student Eligibility Reporting, Student Athlete Transfer Forms, Injury/Illness Waiver Requests, Appeals of student athles status, Student Code of Conduct, Scholar Athlete Award, Scholar Team Award, Academic All-State Award Nominations.

13. Accountability

Describe how the activities performed under this assignment will be recorded and reported.

Various media platforms and outlets are used to record and report activities and accomplishments such as: Presto Sports, San Mateo Daily Journal, CCCAA Constitution Forms, CCC Confer, NCAA, NAIA, EADA, Form R-4 Statement of Compliance of Title IX Gender Equity.

Administrative Use Only

Dean's Review:

- Fully support request
- Support with reservation
- Do not support (explanation required)

Explanation: [Click here to enter text.](#)

Dean Signature: _____

VPI Action:

- | | |
|--|---|
| <input type="checkbox"/> Approve request as submitted | <input type="checkbox"/> Deny request with recommendation to revise |
| <input type="checkbox"/> Approve request but with less time than requested | <input type="checkbox"/> Deny request (explanation required) |

Explanation: [Click here to enter text.](#)

VPI Signature: _____

Recommendation for alternate funding:

Revised 9.15.17 - CK

Request for Reassignment Proposal

- Professional Development
- Grant/Categorical (specify)
- Overload hourly special project
- Stipend
- President's Innovation Fund
- Trustees Fund for Program Improvement
- Short-term hourly staff

Comments: [Click here to enter text.](#)

Approved Duration of Assignment: [Click here to enter text.](#)

Outcomes and reporting requirements: [Click here to enter text.](#)

Mike Garcia, Athletic Director, is the administrator responsible for oversight of all intercollegiate athletics at Cañada College within the guidelines sanctioned by California Community College Athletic Association (CCCCAA) *Constitution and Bylaws* (hereinafter referred to as the *Constitution and Bylaws*). The significance of the Athletic Director is to establish and oversee the enforcement of the rules and regulations while guiding an athletics department comprised of both full-time and part-time faculty, staff, volunteers, and 150+ full-time student athletes. It is the responsibility of the Athletic Director to administer its intercollegiate athletic program in compliance with *the Constitution and Bylaws*. Enforcement of local college program compliance with *the Constitution and Bylaws* initially is the responsibility of the college president and Athletic Director (Article 1.5.3). Serving as the Athletic Director while remaining as faculty status, Mike Garcia has maintained the “good standing” under the jurisdiction of *the Constitution and Bylaws*, which includes but is not limited to:

- A. Administration of athletic programs in accordance with the Constitution and Bylaws
- B. Establishment and maintenance of a high standard of ethics and fair play
- C. Payment of annual membership dues in a timely manner
- D. Addressing administrative reporting by the timelines set by the Constitution and Bylaws.
- E. Submitting financial reporting forms for hosted post conference competition (PC) events in accordance with established timelines
- F. Compliance with the provisions of the Education Code of the State of California in the operation of their athletic programs.
- G. Compliance with state and federal Title IX and laws pertaining to equitable opportunities for men and women.
- H. FORM R-4 - Failure to complete and electronically file (email attachment) all pages of the Form R-4 along with verification that the most recent EADA report has been filed and locked by November 1 will result in the forfeiture of all completed contests until the forms are received by the CCAA office. (FORM R-4 will be reviewed annually by the CCAA Board or designate. Colleges not satisfying Title IX Test 1, 2, or 3 may be deemed “not in good standing” and, therefore, be placed on probation with recommendations from the CCAA Board or designate. If colleges deemed on probation by the CCAA Board fail to demonstrate progress toward the recommendations, they will be ineligible for post conference competition until remedied).

As an Athletic Director, Mike Garcia continues to serve students, faculty, staff, and Cañada College while leading a department that has been under his guidance for 31 years under the following:

Vision- the Athletic Director fosters student-centered department focused on academic and athletic excellence.

Mission- the Athletic Director is an advocate for the overall well-being of student athletes through governance, promotion, and support within the confines of a safe and equitable athletics department.

Values- the Athletic Director believe in student health and welfare, academic and athletic success, ethical conduct, accountability, recognition of academic and athletic excellence, and an inclusive culture that fosters equitable participation.

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 300 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.
- 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 athlete meets the requirements. The Athletic Director files a petition with the Conference Commissioner with the athlete's Physician's statements and notes pertaining to the specific injury and a season of sport is granted or denied based on 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. Varsity Volleyball and Basketball games are at CSM during swing space for the next two and a half years. During swing space without our own Gym, the Athletic Director spends time at both CSM and here. 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, Concord 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 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 five. 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. With the new Building 1 coming, the Athletic Director will lead the Department on the feasible Varsity sport offerings such as Aquatics (Water Polo & Swimming). 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.

Mike Garcia
Athletic Director
1989-present