

2010-2011
3 TO 5 YEAR SUSTAINABILITY STAFFING PLAN
CUYAMACA COLLEGE

12/6/2010

Position	Justification
Faculty (2) IN-00184 IN-00223	<ul style="list-style-type: none"> • Increase full time faculty obligation to support instructional programs • A critical need of full time faculty to oversee programs with strong student enrollments. • Partial funding is available from adjunct budgets.
High School Outreach Coordinator SU-00028	<ul style="list-style-type: none"> • Replacement of the only outreach coordinator for the college. • The service level has a direct impact to students and critical programs the college maintains with area high schools. • The position was fully funded in the current budget and essential operations are covered by an individual serving in a professional expert classification.
Instructional Lab Asst – Writing Center IA-00114	<ul style="list-style-type: none"> • Oversee all of the tutors & operations of the center under the direction of a faculty. • A critical need for ongoing services for students in the writing center, ie. English, reading, & ESL. • Currently there is no full-time permanent lab assistant in the writing center.
Associate Dean Special Funded Program MG-XXXXX	<ul style="list-style-type: none"> • Directs and manage specially funded programs, EOPS, CARE, DSPS & CalWORKS. • A critical need for compliance in proper oversight within the specially funded programs that will also free staff to provide direct services to students. • Position has been vacant for over three years.
Administrative Secretary CL – XXXX <i>*Pending review by shared governance.</i>	<ul style="list-style-type: none"> • Replacement in Student Services to assist the vice president. • Service level has a direct impact to students, staff, faculty & administration. • Position has been vacant for 3 years. • Currently is covered by an out-of-class assignment.
Instructional Lab Asst – Art IA -00107	<ul style="list-style-type: none"> • Replacement of the only Art Instructional Lab Assistant for the college. • A critical need for ongoing services and safety concerns of students utilizing art equipment. • Maintaining four art studios, which include art supplies, props and expensive equipment.
Instructional Lab Asst. – Science IA- XXXX	<ul style="list-style-type: none"> • Prepares Science Labs for setup, implementation, & clean up for 21 evening classes in Astronomy, Biology, Chemistry, Physics. Setup . • A critical need for ongoing safety concerns to support evening students & faculty in the Science labs. • Vacant for 3 years.

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<p>Admissions & Records Specialist CL-00079</p>	<ul style="list-style-type: none"> • To provide support to the increasing growth of veterans and refugee population as well as overall population. • The service level has a direct impact to students with timely responses to transcript requests, student verifications, etc. • Two vacant positions for the past 3 years, veterans and residency are being covered by one out-of-class assignment.
<p>Administrative Secretary CL - XXXX</p>	<ul style="list-style-type: none"> • Replacement in Business Services to process forms for College. • Service level has a direct impact to staff, faculty, administrators, & students. • Position is pending an organization modification to meet the job requirements. • Currently is covered by an out-of-class assignment.